



## **STRONG CITIES NETWORK INTERN**

- **Organisation:** Strong Cities Network
  - **Reporting to:** Senior Regional Programme Manager
  - **Location:** Beirut
  - **Type of Contract:** Part-time paid internship
  - **Start Date:** 1<sup>st</sup> of May 2018
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### **About Strong Cities Network**

Launched at the United Nations in September 2015, the Strong Cities Network (SCN) is the first ever global network of mayors, municipal-level policy makers and practitioners united in building social cohesion and community resilience to counter violent extremism in all its forms.

### **Position summary**

Based in Beirut, the Project Intern will assist the Senior Regional Programme Manager and Project Coordinator on all Middle East and North Africa (MENA) project work as part of Strong Cities Network. The project is a municipal capacity building programme in Lebanon and Jordan to enhance the municipalities ability to improve social cohesion and conflict prevention. The project is supported by the Danish Ministry of Foreign Affairs. The successful candidate may occasionally need to travel within Lebanon.

### **Key responsibilities**

Responsibilities include but are not limited to:

- Assist in general project management by assisting the project manager, cooperate closely with colleagues from the MENA team based in London and Beirut and project partners.
- Support documentation of project activities i.e. summary documents of meetings and trainings.
- Assist in coordinating project administration and reporting.
- Coordinate and regularly update a project calendar.
- Assist in the local training of stakeholders in conflict prevention and preventing violent extremism (PVE) strategies.
- Act as a translator and interpreter for materials and trainings in target languages.
- Help with the coordination, logistics and planning of project activities.
- Liaise with local partners based in the MENA region.
- Assist in the development of content for trainings.



## Person specification

### Essential

- Native Arabic language speaker.
- Excellent verbal and written language skills in English.
- Experience with planning meetings, events, trainings and activities.
- Experience of working with budgets
- Experience in coordination of events and activities
- Report writing
- Ability to work independently and in a challenging and fast-paced environment.
- Proficient in Microsoft Word, Excel, Outlook.
- Bachelor's degree (Master's degree is an asset) in social sciences, international development, political science, sociology etc.

### Desirable

- Previous experience working with government/ municipalities, civil society and/ or international organisations in Jordan and/or Lebanon.
- Background experience in P/CVE.
- Experience working in schools or with youth or young people, including in context of crime prevention.

## Application process

Please send your resume and a covering letter to [lebanon@strongcitiesnetwork.org](mailto:lebanon@strongcitiesnetwork.org) by Sunday 22<sup>nd</sup> April.

*Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered. All applicants must have right of employment within Lebanon.*