

Knowledge Management Internship at RET International

- **Organisation:** RET International
- **Location:** Geneva
- **Starting Date:** October 2nd 2017

Who we are

RET, headquartered in Geneva, with offices around the world, was founded in December 2000 by Mrs Sadako Ogata, then United Nations High Commissioner for Refugees. RET is an independent, impartial, non-partisan humanitarian organisation, with no religious or political affiliation. Although financially independent from UN agencies, we have strategic alliances with UNHCR, UNESCO-IBE, UNICEF, and IOM among others.

RET is committed to assisting communities to meet the educational needs, in the broadest sense, of young people made vulnerable by displacement, violence, armed conflict and disasters. Since inception, RET has been active on three continents - 26 countries - in over 135 projects. Presently, RET implements programmes and projects in: DRC, Chad, Burundi, Kenya, Afghanistan, Lebanon, Turkey, Colombia, Ecuador, Costa Rica, Panama, Venezuela, Belize and Mexico.

RET is currently working in areas that are either in conflict, coming out of conflict, or at high risk of violence. The organisation helps to bridge the gap between humanitarian and development assistance, by providing protection to vulnerable young people through education. We understand that education is not only for the long-term; it is also a crucial protection tool in times of crisis.

For further information on RET, please visit our website <http://www.theret.org>.

The Knowledge Management Internship Position

The new RET intern will assist Marina Anselme, the RET Chief Technical Officer in Geneva, with various tasks and responsibilities in the framework of the RET's Education Strategy (2015-2017), in particular in the areas of data collection and analysis, knowledge management and programme support.

This will include the following tasks:

- Systematise RET's documents and reports.
- Analyse the components of field projects/programmes from around the world.
- Develop materials and tools to share this information (Lessons Learnt/Best Practices) with the field.
- Assist with the preparation of meetings and workshops as required.
- Assist with the preparation of RET materials, including editing, framing papers, coordinating logistical requests; selecting and preparing materials for various presentations, orientations and training workshops as needed.
- Support the creation/adaptation of common RET M&E tools by identifying existing resources, highlighting new tools and initiatives and by updating the database.
- Provide general administrative support to the Chief Technical Officer, and other members of the RET Headquarters, when needed.
- Translate articles/documents to be shared with the field.
- Attend relevant UN / NGO conferences and workshops in Geneva, on the RET's behalf, should the possibilities arise.

Who we are looking for

- Graduate studies in a relevant field (e.g. education, social work, international relations, refugee issues, humanitarian, development, conflict prevention & mitigation, gender issues, child labour issues, human rights, democracy and governance)
- Excellent organisational, analytical and writing skills
- Strong communication skills: excellent command of English, French and/or Spanish, both spoken and written. Other languages are an asset.
- Working knowledge of the INEE Minimum Standards for Education
- Good interpersonal skills: ability to interact with a variety of people
- Flexible work attitude: ability to follow directions, to work in a team or to work alone
- Self-motivated, willing to learn and work in an international environment
- Excellent computer skills: MS Word and Excel

What the position offers

The chosen candidate will evolve in a dynamic and engaging working environment, maintain contacts and communicate with people from all around the world. He/she will have the possibility to be creative, propose solutions and share ideas with all our staff, including senior management and CEO. The RET values the work of all its collaborators, and has a philosophy of developing the potential of each and every member of its team.

This position offers a stipend of 500 CHF per month to cover transportation and meals.

How to apply

Please submit your Curriculum Vitae along with a Cover Letter to:
l.rhyn@theret.org (Reference: Knowledge Management Intern).

Submission Deadline: September 15th 2017

Please Note:

Candidates should have a valid residency permit for Switzerland and be eligible to work in Switzerland. They must be available to work for 6 months from October 2017.

A preference will be given for full time work but hours can be negotiated. Please state your availability on your application.

Please note that only those selected for an interview will be contacted.