

Intern based in Bishkek

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Deadline:	The deadline for applications has expired	
Salary:	According to the interview results	
Location:	Bishkek	
Type of involvement:	part time	



Search for Common Ground in Kyrgyzstan

Address

ул. Ибраимова 103

Information

Common information

Summary of Internship

Search offers paid internships (based in Bishkek) to support its program activities in Kyrgyzstan and Central Asia. Duration of the internship is agreed upon the finalization of the selection process.

Your Contribution:

Intern will assist Search for Common Ground Kyrgyzstan team with implementing project activities. He/She will provide assistance in organizing meetings (national and regional), workshops across Central Asia states, and preparing activity reports. The intern reports to the Coordinator and works in close collaboration with Project Assistants.

Qualification requirements

Minimum Qualifications

- Has or be in the process of acquiring a Bachelor's degree in Social Sciences, Peacebuilding, Conflict studies, International Relations or any related fields;
- Possess excellent academic writing skills
- Experience with international NGOs;
- Advanced English and Russian language skills (written and oral);
- Knowledge of any Central Asian language is an asset;
- Ability to work in a fast-paced environment and meet deadlines;
- Computer literate with practical experience in Microsoft Office applications.

Duties

- Create, edit and present information in clear format (tables, forms, briefing notes/books and reports) using advanced word processing and presentation functions and basic database and spreadsheet software (MS Word, PowerPoint, Excel, etc.);
- Assist in collecting information and maintain a filing system, reports or other documentation related to the projects

in hard and electronic formats.

- Provide written and oral translation between the languages of English and Russian;
- Provide logistical support in organizing conferences, workshops, training, and other project events;
- Assist with travel arrangements, hotel/hostel reservations and travel authorizations in compliance with organizational financial and operational guidelines;
- Lead the data entry into on-line M&E system
- Communicate with the partner organization to report on the monitoring data on a regular basis
- Assist in data validation and data verification processes.

As the internship task cannot be exhaustive, the Intern may be required to undertake other duties that are broadly in line with the above key duties.

Conditions

Sounds good? To apply, interested candidates should:

Send an electronic copy of your cover letter explaining why you are the best candidate for this position and your current CV in English to emp.kyrgyzstan@sfcg.org by 23.59 (Bishkek time) September 10, 2021 (inclusively).

Only nationals of the Kyrgyz Republic are invited for this position.

Please include the following in your cover letter:

- The closest projected start date
- Contacts of 3 reference points

We are looking to fill these positions with the right candidate. Only applicants invited for the interview will be contacted. No phone calls, please. Please see our website www.sfcg.org for full details of our work.

About company

The Organization

Search for Common Ground (Search) is an international conflict transformation NGO that aims to transform the way individuals, groups, governments and companies deal with conflict, away from adversarial approaches and towards collaborative solutions. Headquartered in Washington DC, USA, and Brussels, Belgium, with offices in 30 countries, Search designs and implements multifaceted, culturally appropriate and conflict-sensitive programs using a diverse range of tools, including media and training, to promote dialogue, increase knowledge and determine a positive shift in behaviour.

SFCG has established a program in Kyrgyzstan in 2012 and works on religion and peacebuilding, conflict sensitive journalism initiatives with youth, media, government agencies, informal religious leaders and women's groups across the country.

All SFCG Employees must adhere to the **values**: Collaboration- Audacity - Tenacity - Empathy - Results. In accordance with these values, Search enforces compliance with the Code of Conduct and related policies on Anti Workplace Harassment, Protection from Exploitation and Abuse, Child Safeguarding, Conflict of Interest and Anti-fraud. Search is committed to safeguarding the interests, rights, and well-being of children, youth and vulnerable adults with whom it is in contact and to conducting its programs and operations in a manner that is safe for children, youth, and vulnerable adults.

Search for Common Ground does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.