

### **Monitoring and Reporting Intern Job Description**

**INTERN:** Watchlist on Children and Armed Conflict ([www.watchlist.org](http://www.watchlist.org)) is seeking an intern to work 15 to 20 hours/week from September through December 2010.

**ORGANIZATION:** The Watchlist on Children and Armed Conflict is an NGO network that monitors and reports on violations against the security and rights of children and adolescents in specific situations of armed conflict. Watchlist uses this information to urge action by the UN Security Council, other UN agencies and appropriate governments. Watchlist also provides capacity strengthening support to local NGO partners in areas of conflict to build sustainable, grass roots monitoring, reporting and advocacy networks related to violations against children in armed conflicts (CAC). The Watchlist is housed at the offices of the Women's Refugee Commission, a member of Watchlist's Steering Committee and the International Rescue Committee. The intern will support Watchlist in its reporting and advocacy activities on children in Afghanistan, Burma/Myanmar and other areas of conflict as relevant.

#### **RESPONSIBILITIES:**

- Research, analyze and compile data related to developments in several countries on the following thematic areas: Humanitarian Access, Gender-based violence, Attacks on Schools and Hospitals, Killing and Maiming, Abductions and Child soldiers.
- Prepare media, contact and distribution lists for the upcoming Watchlist report.
- Assist with setting up meetings
- Assist with follow-up advocacy, distribution and evaluating the impact of the Watchlist Afghanistan country report
- Assist with communication with local and international NGO partners in Afghanistan, Colombia, DRC and Burma/Myanmar.
- Assist with filing and other administrative tasks when necessary.

#### **REQUIREMENTS:**

- Graduate student in international relations, politics, international development or relevant field.
- Strong research, writing, analytical and communication skills.
- Strong interest in issues related to children in armed conflict, human rights and humanitarian concerns.
- Experience with international human rights and humanitarian mechanisms and policies.
- Ability to work both in a team as well as independently.
- Excellent knowledge of MS Word/ Excel.

Please email your résumé and cover letter by **10 September** to:

Ms. Eva Smets, Director  
Watchlist on Children and Armed Conflict

[internships@watchlist.org](mailto:internships@watchlist.org)