



Monitoring and Reporting Intern Job Description

INTERN: Watchlist on Children and Armed Conflict (www.watchlist.org) is seeking an intern to work 20 to 30 hours/week from September through December 2008.

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 Women's Commission for Refugee Women and Children, a member of Watchlist's Steering Committee. The intern will support Watchlist in its reporting and advocacy activities on children in Burma/Myanmar, Sri Lanka and other areas of conflict as relevant.

RESPONSIBILITIES:

- Research, analyze and compile data related to developments in Burma/Myanmar on the following thematic areas: Humanitarian Access, Abduction, Health, HIV/AIDS, Education, Refugees/IDPs, Small Arms, Landmines, Trafficking and Exploitation, Gender-based violence, and Child soldiers.
- Prepare media, contact and distribution lists for the upcoming Burma/Myanmar report.
- Assist with follow-up advocacy and evaluating the impact of the Watchlist Sri Lanka country report on the Sri Lankan government, the LTTE, the UN Security Council, UN agencies, other governments, the humanitarian community etc.
- Assist with communication with local NGO partners in Nepal, DRC, Sri Lanka, Colombia, Burma/Myanmar and elsewhere.
- Support the Watchlist strategic planning process.
- 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 to:

Ms. Simar Singh, Program Specialist
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