OECD Global Partnership and Policies Division of the Development Co-operation Directorate / Conflict, Fragility and Resilience Team (CFR)

International Dialogue on Peacebuilding and Statebuilding Secretariat

Terms of Reference

Job Title: Trainee (International Dialogue on Peacebuilding and Statebuilding Secretariat)
Length: 6 months (maximum). Please indicate your availability in your cover letter.
Location: OECD, Paris, France
Start date: July, 2016
Application deadline: Please send your cover letter and CV to the International Dialogue Secretariat (Secretariat@pbsbdialogue.org) by 12 June, 2016 (midnight, Paris time).

Overall Purpose
The trainee will support the work of the International Dialogue on Peacebuilding and Statebuilding Secretariat, which is housed within the Global Partnerships and Policies Division (GPP) of the Development Co-operation Directorate (DCD) of the OECD.

Background
The International Dialogue on Peacebuilding and Statebuilding is the first forum for political dialogue to bring together countries affected by conflict and fragility, development partners, and civil society. The International Dialogue is composed of members of the International Network on Conflict and Fragility (INCAF), the g7+ group of fragile and conflict-affected states, and member organisations of the Civil Society Platform for Peacebuilding and Statebuilding (CSPPS). The International Dialogue drives political momentum for change through strong partnerships and mutual accountability for results. It provides support to the global voice of fragile states and promotes solutions based on country-ownership and a comprehensive approach to development and security issues.

The International Dialogue works to promote and support the implementation of the New Deal for Engagement in Fragile States. The New Deal is a key agreement between fragile and conflict-affected states, development partners, and civil society to improve the current development policy and practice in fragile and conflict-affected states.

On 5 April 2015, the signatories to the Stockholm Declaration on Addressing Fragility and Building Peace in a Changing World laid the foundations for a new mandate for the International Dialogue. The New Deal was heralded as critical to ensuring that no one is left behind in achieving the 2030 Agenda for Sustainable Development, particularly in fragile and conflict-affected environments. This provides the International Dialogue with a unique window of opportunity to support the implementation of the Sustainable Development Goals (SDGs) in g7+ countries, in line with the Stockholm Declaration’s ambition to address the root causes of fragility and conflict.
Hosted by the Development Cooperation Directorate of the OECD, the International Dialogue Secretariat coordinates and facilitates the implementation of the International Dialogue’s work programme, and facilitates communication and collective work between its constituencies. Its support includes the organisation and facilitation of meetings of the Working Groups, the Steering Group, and the annual Global Ministerial Meetings. It also secures and organises side events and panels at international fora, often several times a year.

Main Responsibilities

General Support
The trainee at the International Dialogue Secretariat is expected to contribute to the team’s different workstreams. In particular:

- **Support the organisation of events**: The trainee will be expected to support the organisation and logistics of international events and meetings of the International Dialogue, including panels and side events at international fora, meetings of the working groups, the Steering Group, and the annual Global Meeting.
- **Support the production of documents**, including agendas and room documents, speaking points, PowerPoints, and meeting minutes and summary records. The trainee will also be expected to contribute to proofreading, formatting, and distributing documents and reports.

Communications Support
The trainee will be expected to support the implementation of the International Dialogue’s communications strategy:

- **Support work on the International Dialogue’s website**, in the form of updates, summaries of events, populating the Document’s Library, and other related tasks.
- **Support the preparation of communications material**, including devising key messages for events, monthly social media plans, and other traditional and social media engagement.
- **Support the production of quarterly newsletters**, short summaries of events, country updates, and other internal communications materials.
- **General support to the implementation of the communications strategy**, including through the production of blogs, coordination with the OECD communications team, and through the use of Twitter, LinkedIn, Facebook, MailChimp, and Storify.

New Deal Monitoring Support
The International Dialogue Secretariat will be coordinating the 2016 New Deal Monitoring exercise during the third and fourth quarters of 2016. The trainee will be expected to:

- **Support tracking of country progress on implementation of the New Deal**, including research on developments in g7+ countries; sorting and tagging documents on implementation progress; and producing short country briefs and overviews.
• **Support the monitoring exercise** by working closely with the Policy Analyst in charge of the project, including supporting the consultations to revise the methodology, securing participating countries, and supporting the preparation of background research.

**Desired Qualifications**

• Full-time student in the area of international relations, development or security studies, or any other discipline related to the work of the International Dialogue. An internship agreement (‘convention de stage’) is required.

• Good knowledge of social media, IT and communications are highly desirable. Strong IT skills, including web and social media experience, would be an asset.

• Demonstrated knowledge and/or interest on conflict and fragility issues, preferably with experience working or interacting with interlocutors from those contexts. International experience in research and/or implementation of development projects through studies, internships or professional activities would be an asset;

• Excellent writing skills and an excellent command of written and spoken English. Good working knowledge of French would be an asset. Editing experience is desirable.

• Sensitivity to political processes and different cultural backgrounds is crucially important.

• Flexibility and an ability to work well even with limited supervision and in stressful situations. Strong organisational and communications skills.

An internship at the OECD shall be open to a person who is enrolled as a student in an educational or research institution recognised as such by the Organisation. It may also be open to a person who is in receipt of a grant or fellowship, provided that this person and the institution providing the grant or the fellowship meet all the conditions respectively applicable to them under this Policy.