

Terms of Reference Internship

Position Title:	Intern - Part-time
Reference Number:	210201
Position Location:	Remote
Number of vacancies:	One (1)
Timeframe:	Three (3) months
Working hours:	15 hours/week
Qualifications:	Graduation year for postgraduates in Development Studies, Humanitarianism and Aid, Migration Studies, Conflict Studies, International Relations, Middle Eastern Studies, or Politics.
Expected start date:	29 March 2021
Application closing date:	28 February 2021
Project:	Wartime and Post Conflict in Syria (WPCS)
Per diem:	25 EUR/day (7.5 hours)
Language requirements:	English: Fluent. Advanced writing skills are required. Arabic: Fluent.
How to Apply:	<p>This opportunity is being advertised on COAR's official website and shared through several leading universities.</p> <p>If you meet the listed criteria, please send a CV, cover letter, and a writing sample outlining your motivation and addressing the required qualifications and experience to hr@coar-global.org. Please note the opportunity reference number in the subject line.</p> <p>Interviews for shortlisted candidates will be conducted during February on a rolling basis.</p>

Overview

The Terms of Reference (ToRs) outline the details and requirements for the Internship opportunity with the Center for Operational Analysis and Research (COAR). The selected Intern will support the Wartime and Post Conflict in Syria (WPCS) project team in analyzing the Syria conflict and the resulting operational environment, collecting primary and secondary data and producing reports, in a manner that informs humanitarian and development decision-makers in carrying out operations in Syria. The Intern will participate in the production of the Weekly Syria Update and support the automation and update of the Alexandrina primary source database. The Intern will gain invaluable experience in contextual analysis and humanitarian and developmental affairs, aid response architecture, conflict dynamics, governance, stabilization, and related fields, according to current dynamics and the Intern's own expertise and interests.

Expected learning outcomes

The Intern will be offered a unique opportunity to work closely with a team of humanitarian affairs experts, conflict analysts, researchers, and program specialists to supplement his/her theoretical knowledge on conflict, security, humanitarianism, governance, political economy, and development issues. In addition to enriching his/her knowledge of the Syrian context, the Intern will also develop his/her research skills and learn to draft actionable and relevant thematic and regular updates for the benefit of the donor community and of the Syria response as a whole.

About COAR

COAR is an independent social enterprise that directly supports practitioners, policy-makers, and donors by facilitating humanitarian and development interventions in complex, fragile, and high-risk environments. COAR delivers neutral and objective research and analysis, which identifies - but does not influence - local stakeholders, relationships, interests, and analyses broader political, economic, social, and security dynamics and trends. COAR research leverages social media, personal networks, field research teams, and local experts in order to map and translate the local human context; COAR analysis synthesizes and studies this data in order to inform both programmatic and strategic decision-making, reduce security and conflict sensitivity risks, and increase the impact of humanitarian, development, stabilization, peace-building, and peacekeeping initiatives.

Responsibilities and Deliverables

Under the supervision of the Syria Lead Analyst, and in coordination with the responsible Syria Analysts and the WPCS Project Manager, the intern will be expected to assume the following responsibilities:

- Data entry support transitioning the Alexandrina database into a semi-automated model by logging primary source records, tagging articles to corresponding categories, and verifying the accuracy of automatic mounting into the database.
- In coordination with COAR Lead Analyst, contribute to the production of the Weekly Syria Update by analyzing local, national, and regional developments.
- Collect relevant data points and articulate specific topics, geographies, and entities within Syria.
- Follow social media, traditional media, and other open-source outlets with validity, reliability and granularity in mind.

Requirements

- Fluency in Arabic and English.
- Advanced writing, drafting, and communication skills. Previous reports writing and editing skills are a plus.
- Strong interest in the Syrian conflict and in the Syria international response. Previous work experience on Syria is a plus.

- A dissertation year student in development Studies, Humanitarianism and Aid, Migration Studies, Conflict and Security Studies, International Relations, Middle Eastern Studies, and Politics.
- Computer literacy: work proficiency with Google online tools, MS office tools, and video-conferencing software.
- Ability to work efficiently and meet deadlines.
- Ability to work harmoniously in a team of colleagues of various cultural backgrounds.
- Proven ability to produce quality work. A writing sample of no more than 500 words is required.