**Education Cannot Wait**

**Location:** NYHQ

**Duration:** 12 months

# Job description for internship at Education Cannot Wait, the global fund for education in emergencies

If you are a committed, creative professional and are passionate about making a lasting difference for children and youth entitled to an education in emergencies, we would like to hear from you.

**Education Cannot Wait (ECW)** is the first global multilateral fund dedicated to supporting education for children and youth in countries affected by wars, disasters and crises. It was launched at the World Humanitarian Summit in 2016 by a broad coalition of international aid agencies and public and private donors to usher in faster and more sustainable education responses in crises settings. ECW inspires political commitment to financing education in humanitarian contexts, catalyzes financial resources, facilitates joint programming between humanitarian and development actors, empowers local partners and seeks to strengthen quality and accountability.

ECW is hosted by UNICEF. The Fund is administered under UNICEF’s financial, human resources and administrative rules and regulations, while operations are run by the Fund’s own independent governance structure that provides strategic guidance and oversight to its investments. ECW’s day-to-day activities are carried out by a Secretariat under the direction of the ECW Director.

ECW is establishing a roster of Grants Management (GM) interns. The ECW Internship Programme offers qualified and eligible students/graduates the opportunity to acquire direct practical experience in international development work in education under the direct supervision of the GM team under the Finance and Operations section at the ECW Secretariat.

**Purpose of the internship:**

Under the guidance of the Chief of Finance and Operations and the direct supervision of the Programme Funding Manager, the intern(s) provides technical and operational assistance to various processes in grant-making including administration of grants-related data, tracking of reports and requests, coordination with ECW grantees and partners, analysis of assurance activities, and facilitation of ECW’s knowledge management.

**Main duties:**

* Administering grants-related data: Entering and organizing grants-related data in the ECW Grants Database (DB) under the guidance of Information Systems Manager and provide a set of data or analysis thereof to ECW Secretariat staff and grantees upon request.
* Organizing grants-related files: Filing and organizing grants-related documents such as reports and contracts in the repository of the Grants DB.
* Tracking reports and requests: Registering and tracking reports and requests from grantees and ensuring they are correctly filled out and cleared by relevant colleagues of ECW Secretariat.
* Coordinating with ECW Secretariat staff and grantees: Responding to a variety of grants-related inquiries from ECW Secretariat staff and grantees while also collecting essential information from them to facilitate the grant-making processes.
* Analyzing reports on assurance activities: Analyzing reports related to assurance activities such as spot check, audit, and micro-assessment, and preparing a brief summary of the findings with suggested actions.
* Facilitating knowledge management: Managing and improving ECW knowledge management site for internal learning purposes by collecting information from relevant ECW Secretariat staff.

**Qualifications:**

* Be enrolled in a degree programme in an undergraduate or graduate school or have graduated within the past two years.
* Have an academic background in any of the following:
  + Business administration and international (humanitarian) development.
  + Accounting and financial management, with emphasis on not-for-profit business.
  + Information management, data science, social statistics.
  + Other social science specializations that require quantitative methodology.
* Be at least 18 years old at the time of application.
* Be proficient in English (speaking, writing & reading) up to the highest standard. Fluency in French highly desirable.
* Have excellent academic performance as demonstrated by university records.
* Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office or in the ECW Secretariat.
* Are not disqualified under the UNICEF Child Safeguarding Personnel Standards (DHR/STANDARDS/2019/001), or as amended.

ECW is committed to diversity and inclusion within its workforce, and encourages qualified candidates from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.

Due to the COVID pandemic we expect remote online work to be the standard. Office space may be available in New York and Geneva based on discussion. Applicants who are in the USA or Switzerland

at the time of application (for the US with a valid OPT/CPT if international student) are personally responsible for arranging any visa or immigration requirements, covering the entire period of their internship.

The internship is full-time (35 hrs) and working hours are flexible and set-up in mutual discussion with the supervisor considering existing study commitments. Interns will be associated with the ECW Secretariat Finance and Operations section under which Grants Management team sits. Interns may take up to 2.5 days per month off work for any reason, including for medical reasons. The stipend will be reduced for any absence beyond this quota.

Expected starting date: January 15, 2023**.** Preferred duration: 12 months. An internship may be terminated by either party, with a notice period of at least two weeks.

ECW follows UNICEF’s rules and regulations in human resources management. Applicants are encouraged to read the FAQs on the UNICEF Internship program – which apply also to ECW – available at this link: <https://unicef.sharepoint.com/sites/DHR/SitePages/Internship-Programme.aspx>