

## Internship Advertisement

### Democratic Progress Institute

The Democratic Progress Institute (DPI) is seeking to welcome two volunteers to work within the Institute's Programmes Team. Key areas of focus include conflict resolution and democratic transition processes in Turkey and Syria. Each volunteer Intern will have the opportunity to work closely with - and learn from - the Programme Manager and other team members in planning and implementing DPI project activities, which include roundtable meetings in the region and international comparative study visits, as well as conducting project related research in the

Institute's main areas of interest, which include governance and constitutional reform; DDR and SSR; gender and conflict; the role of the media in conflict resolution and democratic reform process; and transitional justice among others.

The Institute is seeking two outstanding candidates with a strong interest in international relations, conflict resolution and democracy building. These volunteer internship placements will begin in December 2016/January 2017, would typically last three to six months, are unpaid, and preferably full time. A daily stipend is provided for lunch expenses. The successful candidates are likely to be current or recent postgraduates or at post-doctoral level.

#### Profile

#### Project Skills:

The successful candidates may be invited to attend external conferences and DPI activities both in Turkey and elsewhere, and to write briefs and take detailed notes on behalf of the Institute, therefore touch-typing/transcribing experience is valued.

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Prof. Dr. Sevtap Yokuş (Turkey)

## Projects involve a high level of external communication with the diverse stakeholders

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engaged with DPI's work, therefore excellent written and verbal communication skills are essential.

Much of this role will involve administrative assistance to the Programme Manager, including drafting correspondence and filing documentation. Administrative and organisational skills are key, and an enthusiasm for carrying out practical tasks in addition to research or activity related work is necessary in this role. These may include budget preparation, completion of expense reports, logistical planning and assistance.

The successful candidate will be invited to carry out in-depth desk research on behalf of DPI, which will feed into the Institute's activities. This may include detailed research projects relating to the Institute's main areas of work, high level briefs, and shorter, ad-hoc research tasks. Excellent research, writing and proofreading skills are highly valued. Many research papers worked on by interns are published on the Institute's website and used as a resource for programme activities and meetings.

DPI's Programmes Team operates within a fast paced environment, often planning and implementing ambitious projects to tight deadlines and within high pressured contexts on the ground. It is important that the successful candidate is self-motivated and able to work successfully independently and with minimal supervision.

IT skills are essential (Word, Adobe, PowerPoint) and project management experience is welcome.

The successful candidate will demonstrate a proven interest in and knowledge of DPI's areas of focus; namely conflict resolution and democratic advancement (including but not limited to the MENA region).

## **About The Democratic Progress Institute**

DPI aims to create an atmosphere whereby different parties share knowledge, ideas, concerns and suggestions surrounding the development of a democratic solution in regions facing conflict. Our work focuses on a combination of research and practical approaches to broaden bases for wider public involvement by providing platforms for discussion in the form of roundtable meetings, seminars, workshops and conferences.

DPI's work incorporates research and discussions on range of strategic and relevant topics including constitutional reform; preparing for constitutional changes in conflicting and post conflict societies; freedom of expression and association; cultural and language rights, political participation and representation; women's role in resolving conflict; access to justice; transitional justice and truth and reconciliation commissions.

DPI aims to create an atmosphere whereby the different parties to conflicts are able to meet with experts both

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on the ground and abroad, to draw on comparative studies, as well as analyse and compare various mechanisms used to achieve positive results in similar cases. The work supports the development of a pluralistic political arena capable of generating consensus and ownership over work on key issues surrounding a democratic solution at both the political and the local level. Our aims are as follows:

- ☪ To contribute to broaden bases and providing new platforms for discussion on establishing a structured public dialogue on peace and democracy building.
- ☪ To provide opportunities, in which different parties are able to draw on comparative studies, analyse and compare various mechanisms used to achieve positive results in similar cases.
- ☪ To create an atmosphere whereby different parties share knowledge, ideas, concerns, suggestions and challenges facing the development of a democratic solution in Turkey and the wider region
- ☪ To support, and to strengthen collaboration between academics, civil society and policy-makers
- ☪ To identify common priorities and develop innovative approaches to participate in and influence democracy-building

Please send your CV, a covering letter stating your interests and experience, and a writing sample of no longer than 1,000 words to:

[info@democraticprogress.org](mailto:info@democraticprogress.org)

Telephone: 0203 206 9939

and to :

[matthieu.damian@coledelapaix.org](mailto:matthieu.damian@coledelapaix.org)

[sufyane.malagouen@coledelapaix.org](mailto:sufyane.malagouen@coledelapaix.org)

**Deadline for application:**

4 November 2016

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