



CONVENTION AGAINST TORTURE INITIATIVE  
CTI2024.ORG

## **Paid Internship opportunity (part-time) – Communications and Digital Media Intern**

**May – September 2021**

***Deadline for applications: 28 April; Interviews for shortlisted candidates: week of 3 May***

***The CTI Secretariat is looking to recruit a part-time intern (up to 6 hours per week) for 2021, starting in May 2021, to support CTI's important work.***

### **About the CTI**

CTI is an inter-governmental, cross-regional initiative launched in March 2014, by the Governments of Chile, Denmark, Ghana, Indonesia and Morocco, and joined in February 2019 by Fiji, ("the Core States") to promote the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (UNCAT). CTI's overall aspiration is to reduce the risks of torture and ill-treatment. CTI uses government-to-government dialogue, international cooperation and diplomacy, alongside capacity building and technical assistance, to assist governments on ways to address and overcome specific challenges.

### **Vision**

By 2024, universal ratification of UNCAT will be a reality. The risk of torture will be reduced as all States parties will be working actively to implement the Convention.

### **Objectives**

The objectives of the CTI are:

- To identify challenges and barriers to ratification and implementation of the UNCAT
- To address these obstacles through inter-State cooperation, assistance and dialogue
- To become a hub for sharing knowledge and good practices between governments
- To build a global platform of States, the UN, national and international NGOs and experts to work jointly to achieve the CTI vision.

**More information** is available at [www.cti2024.org](http://www.cti2024.org), Twitter: [@cti2024](https://twitter.com/cti2024), and [LinkedIn](https://www.linkedin.com/company/cti2024).

### **CTI's expectations of the Intern**

As part of the CTI Secretariat team, the CTI Intern will be involved in a range of tasks including:

- Assist the CTI team with implementing the communications strategy, which entails a broad range of actions covering social media, websites, communications, development and design of documents;
- Create, edit and schedule engaging content across all social media platforms including Twitter, LinkedIn and YouTube (images, videos, animations/gifs and infographics);

- Support maintaining CTI’s website, including uploading items onto the website;
- Develop promotional materials for CTI;
- Support the development of newsletters, press releases and other public relations tools and documents; and
- other tasks as they arise.

## **Intern expectations**

The Intern can expect to:

- gain experience on working with a small but highly active institution concentrating on the issue of torture and ill-treatment, and enhancing their public profile and outreach;
- be privy to the workings of a diplomatic initiative and understand better the challenges facing States regarding ratification and implementation of an international treaty; and
- practice and develop “professional skills”, such as project and time management, prioritization, team work, etc.

The internship will be a mix of substantive and administrative contributions. As we are a small Secretariat, there is a certain amount of administrative work being done by each staff member and while efforts are made to keep this to a minimum, all staff members are expected to contribute fully to the collective work of the Secretariat.

## **Qualifications and experience of the Intern**

The CTI intern will have studied/be studying a degree related to the areas of communications, journalism, marketing, digital media or appropriately related field. Degrees in other areas (such as law, international relations or development) with extensive experience in communications and digital/social media will also be welcomed.

Familiarity with social media platforms ( such as Twitter, LinkedIn etc) is highly desirable, alongside demonstrable experience improving an organization’s presence through these avenues.

Experience with PowerPoint, Photoshop and other design and editing software will be welcomed. Experience with developing/maintaining websites, and using tools such as Wordpress and Mailchimp will be considered highly favorably.

Fluency in English is required, while working knowledge of another UN language (particularly Arabic, French or Spanish) would be considered favourably.

While not a formal requirement, any relevant work or volunteer experience will of course be taken into account in the selection of the CTI Intern. The intern should in particular have excellent research, analytical and drafting skills, be well-organised and motivated.

## **Availability**

The CTI Secretariat is looking to recruit an intern **to start in May, on a part-time basis / 6 hours per week** (e.g. approximately an hour a day or equivalent). You must be available for a minimum of 5 months. This should allow the intern to combine easily the internship with their studies, as

well as with a view to maximizing the learning experience of the Intern and the investment of CTI Secretariat in their learning.

Dependent on the intern's performance and availability, and subject to the CTI's needs, the internship may be extended up to the end of 2021.

Given current restrictions on in-person work, tasks could be undertaken outside the CTI office and the intern's own premises, and will be dependent upon the evolving situation and Swiss regulations.

## **Paid Internship**

CTI Internships are paid or for 'course credit'. The intern will be remunerated in line with NGO rates in Geneva.

For Geneva-based Interns, they will need to possess a valid visa allowing period of Internship, or otherwise be a citizen of Switzerland/EU/EEA. The Intern must possess health insurance for the duration of the Internship, and responsible for any taxes and any other liabilities arising from the Internship.

***Please send a cover letter expressing your reasons for interest in the internship, addressed to Dr. Alice Edwards, Head of the CTI Secretariat, with your CV and submit them to [Recruit\\_CTI@cti2024.org](mailto:Recruit_CTI@cti2024.org) , Subject: "CTI Comms Internship 2021".***

*Unfortunately owing to the small Secretariat, we will only be in touch with short-listed candidates so if you have not heard from us by 30 April, you should assume your application has not been successful.*