



Project Officer Research

Secretariat Knowledge Platform Security & Rule of Law (38 hours - 1FTE , 6 months)

Project information

Established in 2012 by The Netherlands Ministry of Foreign Affairs, the Platform is an international network of experts that seeks to provide a meeting space and intellectual stimulus grounded in practice, for policymakers, practitioners, researchers and the business sector whereby lessons learned and novel insights can be shared and discussed. The Platform strives to contribute to the evidence base of current policies and implementation in fragile and conflict-affected settings (FCAS), the effectiveness of collaboration and programming while simultaneously facilitating the generation of new knowledge.

The Platform's Secretariat is run jointly by the Hague Institute for Global Justice and the Conflict Research Unit of the Netherlands Institute of International Relations, Clingendael. It is responsible for the day to day management of the Platform: coordinating and organizing workshops and meetings for knowledge exchange and dissemination; substantive support and facilitation of the development of the Platform's research agenda; outreach and communication; liaising with the current network and establishing new connections.

The role

The person fulfilling the role of Project Officer Research is part of a small team running the Secretariat (Head of Office, Project Officer Events & Communication and part time secretarial support). Essential to this role is thorough knowledge of the substantive issues, the international policy field as well as the Dutch actors involved in policy development and programming for security & rule of law in FCAS. Excellent communication and writing skills, organization of work and independence are key. We are looking for someone with energy, positive and hands on work mentality, who is eager to learn and is intrinsically motivated to contribute to an organization in development.

Tasks

Substantive support:

- Conducting background research & drafting of concept notes, meeting reports and policy briefs
- Monitoring (inter)national developments related to areas of interest for the Platform, both in terms of policy discourse and research agendas
- Substantive support and facilitation of the development of the Platform's research agenda
- Participating in outreach and networking activities

Communications & events:

- Preparation of outreach & communication materials
- Substantive preparation of events, online & offline

Skills & experience

- A Master's Degree in Conflict Studies, International Relations, Political Sciences and or International Development Studies
- At least three years of demonstrated experience in conducting policy relevant research and presenting findings in substantive reports geared towards an audience of policymakers and practitioners
- A Track record in developing and implementing targeted communication to the aforementioned audiences
- Affinity and extensive knowledge of the (international) sector working on issues related to conflict dynamics, security & rule of law in fragile and conflict-affected situations
- Excellent written and oral communication skills in both English & Dutch
- Team player, yet self-starting, independent, hardworking and a strong sense of responsibility
- Capacity to manage and embrace working in a networked, innovative environment

How to Apply:

- Please send a completed application package consisting of (1) a cover letter, (2) a CV and (3) a writing sample to hrm@thigj.org. Please indicate in the subject of your email that you are applying for the 'Research and Communications Officer' position. The deadline for application is on **Sunday 29 November at 24:00h**. Note that we are only able to contact candidates whose applications are progressed further. Your resume will not be kept on file.

Terms and conditions of employment:

- The candidate will enter into the employment of The Hague Institute on behalf of the consortium.
- The employment agreement is subject to Dutch Labor Law.
- The duration of the contract is 6 months, commencing as of 18 January 2016.
- The duties and responsibilities will be laid down in performance agreements.
- Salary and Terms of Employment are comparable to the salaries and terms of employment of the Dutch universities.

Additional information

- For more information on this position, please contact Mr. S. Zomer, HR Officer (s.zomer@thigj.org)
- For more information on the Platform, please visit the [website](#).

The Knowledge Platform on Security and Rule of Law is an equal opportunity organization. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.