



## GFCE Internship Opportunity

The Global Forum on Cyber Expertise (GFCE) Secretariat is seeking an organized, efficient, and communicative intern to support the GFCE Secretariat in the area of communications in its main office in The Hague, the Netherlands. The internship is for 6 months with a preferred starting date of **15 July 2020**.

## Background

Established in 2015, the GFCE is a multi-stakeholder community of more than 115 members and partners consisting of governments, IGOs, companies, academia and project implementers from all regions of the world. Its mission is to strengthen cyber capacity and expertise globally by being a pragmatic, action-orientated and flexible platform for international collaboration. The GFCE delivers its mission through coordination to avoid duplication of efforts and blind spots; knowledge sharing to improve the efficiency and effectiveness of projects; being a Clearing House to connect requests for assistance with offers of support; and identifying and filling knowledge gaps with the development of a global CCB Research Agenda. More information can be found on [www.thegfce.org](http://www.thegfce.org).

## Role

The role of the GFCE intern is to provide support to the GFCE Secretariat and to assist in improving the communication of the GFCE Secretariat's messages to the GFCE Community through member mailings, publications, email and social media. We offer the opportunity to experience firsthand how an international forum dealing with the dynamic subject of cyber capacity building operates globally. The intern will be given the opportunity to communicate with international stakeholders such as governments, companies and international organizations and to perform dynamic tasks such as performing research, writing reports and facilitating international meetings on cyber capacity building. The position requires a high degree of responsibility, discretion and confidentiality.

## Duties and Responsibilities

- Maintain thorough knowledge of the GFCE.
- Support the GFCE Secretariat in carrying out the GFCE Communication Strategy 2020.
- Draft copy for social media, email and web content.
- Support editorial activities for the Global Cyber Expertise Magazine.
- Use WordPress to publish and edit web content.
- Create graphics and other accessories for social media promotion.
- Monitor and record media mentions of GFCE publications and experts.
- Assist with the production and publication of podcasts and videos.
- Contribute ideas to develop new channels for GFCE communications.
- Facilitate the organization of (inter)national, in-person and online GFCE meetings by drafting and carrying out the communication strategy pertaining to the respective meeting and supporting the Secretariat in the logistical preparation and maintaining the GFCE meeting registration website.



- Support the GFCE Secretariat in carrying out its day-to day activities in fostering the relationships with the GFCE Community and other stakeholders, maintaining and expanding the member- and partner network; performing (desk) research and contributing to report writing.
- Promptly respond to requests, and other events as necessary.
- Act as a positive representation of the GFCE to the community and other stakeholders.

## Requirements, Qualifications and Skills

- Degree or educated in communication, multimedia design or international relations
- Experience in using relevant social media channels
- Experience in CMS/WordPress
- Legally able to fulfill an internship in the Netherlands (home base of the GFCE Secretariat)
- Customer-oriented attitude
- Professional, confident, punctual and reliable
- Flexible, proactive and able to work independently and as part of a multinational team
- Self-motivated with a willingness to take initiative
- Analytical and mathematical mind to analyze data and create necessary reports
- Ability to demonstrate proficiency in the responsibilities of the role
- Ability to thrive in a fast-paced and high-pressure international environment
- Excellent verbal and written communication skills in the English language

## Terms and Conditions

The internship is for 6 months, starting **15 July 2020** based on a 40-hour working week. This starting date is preferred however, it is possible to delay the start date upon consultation. Please indicate your availability in your application for the position. Remuneration is set at a fixed gross monthly rate of 628 Euro plus reimbursement of actual travel (commute) expenses.

## To Apply

Please send a cover letter with your motivation and your CV **before Wednesday 1 July 2020** to [contact@thegfce.org](mailto:contact@thegfce.org). Interviews will be held in the week of 6 – 10 July 2020.

A written assignment and reference check could be part of the selection procedure.

For more information on this internship opportunity please contact Marjo Baayen, Director GFCE Secretariat, via [contact@thegfce.org](mailto:contact@thegfce.org).