



HFC  
"Hope  
For  
Children"

"Hope for Children" UNCRC Policy Center  
75, Limassol Avenue  
2121 Nicosia, Cyprus  
Telephone: +357 22 103234  
Fax: +357 22104021  
www.uncrcpc.org

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## **Position: Project Officer (Internship)**

### **Who are we?**

"Hope For Children" UNCRC Policy Center is an International Humanitarian and Independent Institution and its headquarters are based in Nicosia, Cyprus. We conduct our work through research, advisory services, advocacy and policy, as well as through the design and implementation of grassroots programs.

### **Our Vision & Mission**

The vision of Organization is to contribute to the protection and promotion of the rights of the child and to support the active participation of children and youth in society. We aim to advocate and to protect children's rights based on the standards and principles of the UN Convention on the Rights of the Child and European Union Law, regardless of their background. We are looking to provide internship opportunity (unpaid) for a period of 3-6 months.

### **Duties and Responsibilities**

- Collaborate with the Director-General/Director of Research and Development and central administration officers;
- Assist and facilitate flow of essential information among the Organization team members to implement project activities, monitor and report on progress, analyze data, make suggestion corrections if needed and write final project reports;
- Understand a project's scope and create documents for the project's requirements;
- Monitor projects on an ongoing basis, evaluate progress and quality and take corrective action as necessary;
- Ensure the quality of all documents and data to assure the projects integrity;
- Work with the Director of Research and Development and team to report analyzed data and communicate results, select communicate approach, present plans and develop additional tools and refine processes to help all projects run effectively;
- Support the development and management of the project/application's case;
- Assist with coordination of activities related to the project;
- Record milestones, expenses, and measures of success;
- Assist with fundraising and other events of the Organization when needed;
- Follow and respect the internal regulations of the office;
- Schedule and attend meetings, create agendas and take minutes;
- Perform other duties as assigned by the Director - General.



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## General Obligations

- Commitment and adherence to the mission, vision, and guiding principles of the Organization;
- Participate in weekly or monthly staff meetings, trainings, and other required meetings;
- Adhere to strict confidentiality policies and procedures;
- Use supervision effectively and work towards personal and professional growth;
- Handle confidential information and have the ability to interact tactfully with other staff and clients at all levels concerning sensitive issues;
- Work as a team member, providing support as well as constructive feedback in interpersonal interactions;
- Participate and contribute to fundraising programs of the Organization;
- Work under the principles of the UNCRC, without prejudices and with respect to the principle of non-discrimination

## Qualifications

- Bachelor's Degree in the field of International Relations, Political Science, Social Science, Law and other related fields;
- Proficiency in English;

## Required skills

- Strong organisational skills and the ability to manage and prioritize multiple projects with conflicting deadline pressures;
- The ability to manage pressure and conflicting demands and priorities tasks and workload;
- Reacts to project adjustments and alterations promptly and efficiently;
- Superior verbal and written communication skills and exceptional interpersonal skills;
- Ability to use the desktop computer system;
- Tact, discretion and respect for confidentiality;
- High level of attention to detail;
- Team player;
- Research oriented;
- Reliability and honesty;

To apply, please send a CV in Europass format and a motivation letter to [varella.a@uncrcpc.org](mailto:varella.a@uncrcpc.org) and the subject should be written: **"Project Officer - Internship"**



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