



## Civil Society Platform for Peacebuilding and Statebuilding (CSPPS)

### INTERNSHIP - TERMS OF REFERENCE

**Position Title :** Advocacy and Coordination Intern

- Location: Cordaid, The Hague – The Netherlands
- Type of contract: Fixed-term, in person (6 months)
- Working hours: 32h per week (4 days/week)
- Starting date: 5th of January 2026
- Supervisor: CSPPS Coordinator
- Stipend : 444€ per month based on a full time position (36h)

#### About

#### CSPPS

The [Civil Society Platform for Peacebuilding and Statebuilding](#) (CSPPS) is a global network of civil society organisations supporting peacebuilding efforts in fragile & conflict affected settings. The main objective of CSPPS is to support these civil society organisations in their efforts to contribute to the formation of more peaceful, just and inclusive societies, in line with SDG16. In particular, CSPPS assumes the role of civil society representative in the International Dialogue for Peacebuilding and Statebuilding (IDPS). The CSPPS Secretariat has been hosted by [Cordaid](#) since 2012.

#### Main

#### Responsibilities

The main objective of this position is to assist the CSPPS Secretariat Coordinator. Tasks range from supporting the internal operations of the Secretariat, to strengthening our international network and supporting our country teams in their peacebuilding activities.

At CSPPS, we want our interns to not only support the work of the Secretariat, but to make a meaningful contribution, both to their own professional careers and to the scope of the Platform.

This position has a multitude of responsibilities, including:

- Organising consultations and meetings with members and other civil society stakeholders;
- Translating (ENG-FR/FR-ENG) reports and oral interventions during meetings;
- Developing advocacy documents (e.g. event reports, statements, briefing papers);
- Administering the CSPPS network: processing membership applications, evaluating and supporting project proposals from members;
- Exploring and developing funding opportunities;
- Updating the CSPPS website content and participate in its communication efforts;
- Supporting the organisation and facilitation of events;
- Contributing to an episode of the Peace Corner Podcast;
- Contributing to research projects with partner organisations;

- Intern Challenge: leading any potential project that the intern is interested in and that is relevant for the Platform (e.g. writing an article for the website, conducting an interview, producing content related to conflict prevention and peacebuilding, etc.).

### **Selection Criteria / Qualifications and Experiences**

- Open to students enrolled in a Master's degree **throughout the entirety** of the internship (preferably in relevant fields of international relations, development studies, crisis and security management, etc.);
- Candidates must be able to work in the EU and meet the administrative requirements for working in the Netherlands (by obtaining a BSN number);
- Professional competence in English **AND** French is **essential**, and knowledge of Spanish is an asset;
- Familiarity with peacebuilding and conflict prevention is preferred.
- Excellent writing skills;
- Strong ability to handle multiple tasks simultaneously;
- Ability to work in a small, multicultural team;

### **How to apply ?**

Please send a cover letter (1 page maximum) and a resume to **info@cspps.org** by 11.59pm CET on Sunday, 23rd November 2025.