

Vacancy Announcement

Title:	GSF Online System Administrator and Data Quality Intern
Type of contract:	Internship
Contract duration:	6 months
Work time:	Part-time (40%-80%)
Reporting to:	Head of Programme Finance
Location:	Flexible (Geneva, Switzerland or home-based)
Start date:	ASAP
Application deadline:	04/05/2025

Background

The Global Survivors Fund (GSF) was launched in October 2019 by Dr Denis Mukwege and Nadia Murad, 2018 Nobel Peace Prize laureates. Its mission is to enhance access to reparations for survivors of conflict-related sexual violence around the globe, thus responding to a gap long identified by survivors. GSF acts to provide interim reparative measures in situations where states or other parties are unable or unwilling to meet their responsibilities. GSF advocates for duty bearers as well as the international community to develop reparations programmes. It also guides states and civil society by providing expertise and technical support for designing reparations programmes. GSF's survivor-centric approach is the cornerstone of its work.

Role summary

The intern will support the administration of GSF Online, our new online platform for managing a range of data relating to contact management, fundraising, incoming and outgoing grants, and programmes/projects. The platform is expected to launch in the third quarter of 2025, as GSF expands its technological infrastructure to enhance data-driven decision making, and will allow us to monitor activity, demonstrate our strategy and impact, and adhere to GDPR regulations.

This role is designed to provide learning opportunities and hands-on experience in system administration and data management.

Position responsibilities

Key responsibilities include but are not limited to the following activities:

System administration support

- Assist in managing user access and permissions;
- Help monitor system performance and report issues;
- Support the system provider with troubleshooting and defect management.

User support and training

- Provide basic technical support to users;
- Assist in conducting training sessions on platform functionalities;
- Help develop user guides and documentation;
- Collect user feedback to identify areas for improvement.

Migration and data cleansing support

- Provide basic technical support to users;
- Assist in conducting training sessions on platform functionalities;
- Help develop user guides and documentation;
- Collect user feedback to identify areas for improvement.

Continuous development / system configuration

- Support the Head of Programme Finance and the GSF Online Project Manager in identifying system enhancements;
- Assist in configuring the platform to align with organisational needs;
- Help develop analysis templates and internal reports;
- Test new features and updates.

Position requirements

Education and experience

- To qualify for this internship, applicants must be currently enrolled in a university programme (final year of a master's degree or equivalent) relevant to this role such as a degree in Information Technology, Computer Science, Data Management, or a related field;
- Previous internship or volunteer experience in data management, system administration, or IT support is a plus;
- Experience with data entry and data cleansing tasks, possibly through academic projects or part-time jobs;
- Familiarity with CRM systems or similar platforms, even if gained through coursework or personal projects;
- Basic understanding of GDPR and data protection principles.

Other requirements

- Strong analytical and problem-solving skills;
- Ability to present complex technical concepts in simple terms;
- Ability to work in a multicultural team and adapt to diverse environments;
- Fluency in English is required (verbal and written);
- Fluency in French would be an asset.

How to apply

Please send your CV and cover letter to recruitment@globalsurvivorsfund.org with “**Online System Administrator and Data Quality Internship Application**” as the email subject by Sunday **4th May 2025 (midnight CET)**. Please note that only shortlisted candidates will be contacted.

The Global Survivors Fund (GSF) is dedicated to fostering diversity, gender balance, and inclusion, reflecting the varied landscapes where we operate and the communities we work with. We welcome applications from qualified professionals of all backgrounds, cultures, and beliefs. We particularly encourage candidates from regions where GSF is active to apply.

At GSF, we are committed to enforcing stringent safeguarding policies, covering protection from exploitation, abuse, harassment, misuse of power, and discrimination, as well as child safeguarding and financial and fiscal integrity. We uphold a zero-tolerance approach to any form of unacceptable behaviour.

As part of our recruitment process, shortlisted candidates will be required to provide references from previous employers and complete a self-declaration.

GSF does not charge a processing fee at any stage of its recruitment, selection, or hiring processes (i.e. application stage, interview stage, validation stage, appointment, or training). GSF will never request applicants' bank account information.

Please note that candidates must be authorised to work in the country where the position is based at the time of application.

Your Data - *If you choose to apply for this position, you will be providing us with your personal data, which will be processed solely for the purpose of selecting a candidate for this position. We will retain the personal data you share with us as part of the application process for six months from the application deadline, after which it will be deleted. Your personal data will be accessed only by our HR Staff managing the recruitment process and members of the selection panel. You have the right to a) request access to your personal data and information about how we process it, b) ask us to rectify any inaccurate personal data we hold about you c) request the deletion of your personal data or restrict its processing, and d) object to how we process your personal data. To exercise these rights, please contact recruitment@globalsurvivorsfund.org. If you have any concerns or complaints about how GSF processes your personal data, please submit them to DataProtection@globalsurvivorsfund.org.*