



International
Code of Conduct
Association



The International Code of Conduct for Private Security Service Providers' Association ("ICoCA") founded in September 2013, is a multi-stakeholder initiative created to promote, govern and oversee the implementation of a Code of Conduct for private security companies that operate in complex environments. The objective of the Code is to promote increased respect for human rights and humanitarian law and to raise standards of operational conduct throughout the private security industry.

And

The Global Interagency Security Forum ("GISF") is committed to achieving sustainable access to populations in need and keeping aid workers safe. GISF drives positive change in security risk management across the humanitarian sector through original research, collaboration and events, as an NGO-led forum, their work reflects the needs of over 120 member organisations.

Are seeking to recruit an

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Half-time position (6 months)

Main Responsibilities

Reporting directly to the Head of Communication and Outreach of the ICoCA, and GISF, to conduct follow-up outreach and build on Module 14 of GISF's Security To Go Risk Management Toolkit that was produced in collaboration with ICoCA in 2020. Duties of the post-holder are as follows:

- Conduct bi-lateral outreach with GISF Members to raise awareness about best-practices in private security contracting including Membership or Affiliation with ICoCA;
- Gather data on policies, procedures and practices of GISF Members and ICoCA stakeholders (CSOs, Governments, Observers) in contracting private security providers;
- Gather data on who are the private security providers contracted by GISF Members and ICoCA stakeholders (e.g. CSOs, governments, Observers);
- Gather case studies from GISF Members and other ICoCA stakeholders on best practice in private security contracting to be disseminated through GISF and ICoCA communication channels including websites;
- Develop an interactive training guide based on Module 14 of Security To Go Risk Management Toolkit;
- Gather and develop training resources useful for GISF members and other stakeholders to include in training they might wish to deliver related to
 - The International Code of Conduct
 - Best practices in contracting private security providers.

Qualifications and Skills

- Ongoing master's degree with a focus on international human rights, international humanitarian law, international affairs, international economics, international relations;
- A focus on business and human rights or security sector reform would be a plus;
- Familiarity with or knowledge of multi-stakeholder initiatives and the multi-lateral system would be a plus;

- Outstanding research, analytical, drafting and editing skills;
- Ability to work cooperatively with others in an international, dynamic and fast-paced work environment where the work space is often shared;
- Due to the COVID situation the internship could be remotely from anywhere in Switzerland;
- Fluency in English is required and knowledge of a second language would be considered an asset (French and/or Spanish);
- Valid residence or work permit allowing to work at 50% in Switzerland;
- An attestation from the University/institution allowing the Internship is mandatory.

Location: Principal location is at the ICoCA's headquarters in Geneva, Switzerland.

Salary: This is a paid internship.

Start date: As soon as possible.

Applicants of diverse backgrounds are encouraged to apply to this position. ICoCA and GISF find it important to create an inclusive and diverse work environment that values individual differences in the workforce and ensures that everyone feels welcome and safe.

Individuals interested in this opportunity should submit a CV (max. two pages) and a motivation letter (one page) to: secretariat@icoca.ch .

For more information on ICoCA, please visit <https://icoca.ch/news/>.