

INTERN FINANCE AND GRANTS OPERATION TEAM

Who we are:

The Global Partnership for Education (GPE) is a shared commitment to ending the world's learning crisis. It is the only global partnership and fund dedicated entirely to helping children in lower-income countries get a quality education, so they can unlock their potential and contribute to building a better world.

We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to achieve our shared vision that every child deserves to learn.

What we do:

GPE currently supports 78 low- and lower-middle-income countries to transform their education systems so that all children can get the education they need to thrive. We work where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those who live in countries characterized by extreme poverty or conflict.

How we work:

Transforming education is about creating lasting changes and achieving impact at scale. GPE's new strategic plan, GPE 2025, sets out to deliver this transformative change by convening partners, mobilizing funds and catalyzing reforms to help partner countries get more girls and boys in school, improve teaching and learning, and build equitable, inclusive and resilient education systems fit for the 21st century.

Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. In 2020, GPE was also the largest provider of education grants in the global COVID-19 response, rapidly providing partner countries with vital resources to ensure that learning could safely continue.

The Finance & Grant Operations (FGO) team focuses on fiduciary matters, grant processing, monitoring and administration, risk, innovative financing, and trustee finance.

Duties and accountabilities

- Create a “one-stop-shop” where all grant templates, guidelines, SOPs can be found in one place.
- Migrate grant-related files from Teams to archives (GPE files) so that each country folder on GPE files would contain basic grant information: application, progress reports, revisions, audits, completion report, etc.
- Identify needs of different team members to propose ways to improve information sharing and communication, specifically between governance, country engagement and policy, quality assurance, finance and grant management.
- Any other duties as may be assigned.

Deliverables in 10 weeks:

- Improved website / tool for accessing all grant related information for internal stakeholders
- Updated GPE files with grant files from Teams
- Proposal / action plan to improve communication around grant policies and processes

Selection criteria

Education and Experience

- A Bachelor’s degree or equivalent combination of education and experience in Information Management, Knowledge Management, Communications, Marketing, or related field.

- Should be currently perusing graduate studies.
- Strong oral and written communication skills.
- Strong teamwork and interpersonal skills.

Knowlwdg and Skils:

- Quick learner, self-starter
- Detail-oriented, organized
- Experience in website development / information management / communications

Timeframe

This internship program is for 10 weeks including 8 weeks of virtual work and 2 weeks based in DC starting as soon as October 1, 2022.

DIVERSITY AND INCLUSION

Poverty has no borders. Neither does excellence. This is why we continually search for qualified individuals with a diverse set of backgrounds from around the globe. We are proud to be an equal opportunity and inclusive employer with a dedicated and committed workforce, and do not discriminate based on gender, gender identity, religion, creed, race, color, ethnicity, sexual orientation or disability.

GPE has a zero-tolerance policy against all forms of sexual exploitation, abuse and harassment in line with its PSEAH policy.

Individuals with disabilities may be provided reasonable accommodations to perform essential functions of the role and support in receiving other workplace accommodations.

› [Read more about the GPE Inclusive Internship Program.](#)