

The Portland Trust

Job Description – Graduate with development / economics specialisation

The Portland Trust is a British non-profit NGO with a mission to promote peace and stability between Israelis and Palestinians through economic development, on the basis that a thriving and sustainable Palestinian economy is a necessary condition for peace, and that the Palestinian private sector can be a powerful force for achieving this goal. Portland also promotes economic development, tighter social integration, and enhanced social mobility and inclusion among the underserved communities in Israel as a key element of an overall solution.

Our initiatives include the design and implementation of economic development projects (leveraging private sector and government as applicable), development of financial and social impact investment models, training and entrepreneurship. With offices in London, Ramallah and Tel Aviv, we work with key local and international partners.

The Portland Trust is currently looking for a graduate intern with a particular focus and understanding of economic resilience and financial themes to join its London team.

The graduate intern(s) will report directly to the Programme Manager.

S/he will work as part of a team and have strong research skills with an ability to translate complex issues to a local policy environment. The internship will be focused on research in the development of financial infrastructure, investments and market-related structures, as well as enabling infrastructure with overarching themes of economic resilience and universal basic services.

The position would be suited to a business, development, economics, statistics, finance or interdisciplinary graduate with a strong academic record. Knowledge of economic development, private sector development (particularly in the technology sector), finance, development or social finance is a plus. Knowledge of the Israel-Palestine conflict and respective economies is desired but not a deal-breaker..

The position involves working closely with a diverse team and with a large array of international partners, requiring excellent communication skills, and an entrepreneurial approach. This is a rate of £1,680 per month for a 35 hour week for a 6 month internship

The Portland Trust offers a unique professional opportunity to hone research and implementation skills to the development of the Palestinian economy and economic

integration in Israel.

Further information about the Portland Trust is available at www.portlandtrust.org.

Applications, with a curriculum vitae and a covering letter that highlights skills and suitability for the position, should be sent to Simone Gerlis at Simone.Gerlis@portlandtrust.org

Role:

The role of the graduate intern involves three main areas of responsibility:

- 1) Economic and Financial Analysis:
 - a. Provide economic and financial input to Portland publications and analysis of the Palestinian and Israeli economies;
 - b. Provide economic and financial input into Portland projects by contributing to relevant studies;
 - c. Preparing economic impact assessments of current and future projects;
- 2) Project Management Assistance:
 - a. Liaising with regional offices and partners
 - b. Preparing and designing presentations as needed
- 3) General:
 - a. Assisting in producing supporting documents such as project plans, reports and analysis

Although the majority of work will fall within these areas it should be understood that The Portland Trust is a small organisation and therefore a degree of flexibility and a willingness to get involved in all aspects of work as the need arises is essential.

Skills and experience required:

- Strong academic record in a relevant subject
- Strong research and analytical skills with an ability to produce high quality research and written work
- Good interpersonal and communication skills (both written and oral) with the ability to liaise confidently both within and outside of the organisation
- Ability to work independently, delivering quality results within agreed timetables
- Hebrew and/or Arabic language is considered an asset but not essential
- Understanding of the technology/information, energy, health, transport, housing or agriculture sectors is desirable
- Knowledge of Middle East issues highly desirable