

Save the Children is the world's leading independent children's rights organisation. We have been working for the rights of children since 1919. Our vision is a world in which every child has the right to survival, protection, development and participation. We are working in more than 120 countries, including Switzerland, to achieve immediate and lasting change. Save the Children is Zewo-certified.

The Save the Children Switzerland team has an exciting opportunity for post-graduate Social Sciences and/or International Development students that are interested to gain work experience in an environment where they can put into practice much of what they have learned in their academic career. Although a post-graduate qualification in the above-mentioned fields is preferred, applications from candidates not meeting these requirements will be considered equally on their merit and comparable experience.

The International Programmes Department of Save the Children in Zurich is looking for an

### **Intern (100%)**

**9 months extendable with 3 months / Starting date: August 1<sup>st</sup> 2017 (or as per arrangement)**

Are you a self-motivator, eager to learn more about International humanitarian aid and development and have the opportunity to put your academic or other knowledge into practice? Then the Save the Children Internship might be the right opportunity for you.

#### **Key functions may include, but are not limited to:**

- Support the proposal and report writing/review process for institutional and foundations donor grants
- Support the implementation, and monitoring progress, of Save the Children Switzerland funded projects
- Contextual background research aimed at building strong geographical and programmatic knowledge of countries in which Save the Children Switzerland operates
- Provide support to team meetings and day-to-day administrative processes and systems
- Participation in external meetings with Save the Children key stakeholders
- Support the effective coordination between international Programmes, Programme Partnerships and the Finance department
- Other functions in line with the candidates' areas of experience or interest

#### **We are looking for a candidate with:**

- Master University degree or comparable practical experience
- Excellent research, analytical, computer and communication skills
- Verbal and written fluency in English as well as German and/or French
- Knowledge of the international humanitarian and/or development context
- Proven ability to take initiative, self-motivating, pragmatic, 'can-do' attitude and working independently
- Proven experience as a team player and contributing to the overall achievement of a team work (personal, academic and/or professional)
- Intercultural, gender and ability sensitivity is essential

The UN Convention on the Rights of the Child is the basis of all our work. Our child protection policy requires that all employees sign our child safe guarding declaration and hand in their criminal record.

Interested? Please send a complete application (cover letter, CV, letters of recommendation and certificates) via email [jobs@savethechildren.ch](mailto:jobs@savethechildren.ch). We are only able to consider complete applications in English.