

Intern support to Director of Programmes

INTERSOS is an independent humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people.

Terms of reference

Job Title: Intern support to Director of Programmes

Code: 00-9066

Duty station: HQ, Dakar (possible field missions)

Starting date: 10/11/2023

Contract duration: 6 months

Reporting to: Director of Programmes

Supervision of: N/A

Dependents: Non-family duty station

General context of the project

INTERSOS is an International Humanitarian Organisation with its HQ in Rome, branch offices in Dakar, Nairobi and Amman and representation offices in Geneva. The organisational structure comprises the General Directorate, the Departments of Programmes, Finance, Logistics & Supply, Communications & Fundraising and Human Resources, the Grants Control & Compliance Unit and the Office of Internal Auditor. INTERSOS is operational in 23 countries with over 3,000 national and international staff worldwide.

INTERSOS assists the victims of natural disasters, armed conflicts, exclusion and extreme vulnerability. Its activities are based on solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying particular attention to the most vulnerable people.

The present organizational structure of the INTERSOS Programmes department comprises a team of one Director of Programmes, four Regional Directors, four Deputy Regional Directors,

a Regional Coordinator, three Grants Regional Officers, the Head of Protection unit and two Programme Protection Advisors, the Head of Medical Unit, one Health Programme Advisors, one Sexual and Reproductive Health Referent and one Pharmacist Referent.

General purpose of the position

The intern will work alongside the Director of Programmes.

At the end of the internship, the candidate will be able to understand the internal functioning of a humanitarian organization. The participation in the Annual Plan process will allow her/him to understand in depth the activities and sectors carried out by INTERSOS globally. Contributions to thematic working groups on Accountability to Affected People, Community-Based Approaches, Cash and Voucher Assistance, localization, and other technical topics will also enhance the intern's knowledge of and practical exposure to strategic areas of work and improvement in the humanitarian sector.

Main responsibilities and tasks

The selected person will support the Director of Programmes in the following tasks:

- Support for the preparation and revision of general documents (SoPs, analysis, research, reports);
- Support in the implementation of the transversal activities of the Annual Action Plan 2022;
- Administrative support for the organization of meetings/trainings/workshops;
- Preparation of meeting agenda, minutes, translations;
- Potential support to program activities through field missions.

Required profile and experience

Education

- Degree in Political Science/International Cooperation.

Professional Experience

A previous stage or voluntarism experience will be positively evaluated.

Professional Requirements

- Good analysis skills
- Capacity to design complex texts and documents
- Essential Microsoft Office skills
- Understanding of the Project Cycle Management

Languages

- Excellent writing skills in English and French, Italian could be an asset.

Personal requirements

- Strong motivation for humanitarian cause and sharing of INTERSOS mission and vision.
- Good self-organization and capacity to identify priorities in a volatile context
- Flexibility and capacity of adaption to emerging priorities

HOW TO APPLY:

Interested candidates are invited to **apply** following the **link** below:

<https://www.intersos.org/en/work-with-us-internship/#intersos-vacancies-intern/vacancy-details/64f0dea3914d7f0028d2d65f/>

Please note that our application process is made of **3 quick steps: register** (including your name, email, password and citizenship), **sign-up** and **apply** by attaching your **CV in PDF format**. Through the platform, candidates will be able to track their applications' history with INTERSOS.

Please also mention the name, position and contact details of **at least three references: two line managers and one HR referent**. Family members are to be excluded.

Only short-listed candidates will be contacted for the first interview.