

As the largest independent children's rights organisation in the world, Save the Children has been working specifically for the rights of children since 1919. In Switzerland and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We deliver lasting results for millions of children, including those hardest to reach. We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share. Save the Children is active in Switzerland since 2006 and is Zewo-certified.

For our offices in Zurich, the International Programmes Department is looking for an:

Intern International Programmes

100% / 9 months / Starting date: August 1st 2020 (or as per arrangement)

Are you a self-motivator, eager to practice how projects are steered and monitored from Switzerland? This internship is your opportunity to put your academic or other knowledge into practice. If you envisage a career in international humanitarian aid and development cooperation on Switzerland and abroad, then the Save the Children Internship might be the right opportunity for your career entry.

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 the International Programmes, the Partnerships Foundations and Corporates and the Finance departments, possibly with short assignments in one or both departments
- 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 disability 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.