

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 - Urban Programmes**

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

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

- Support the urban programmes team and day-to-day operations and administration for Save the Children Switzerland's "cities for children and youth" programme
- Knowledge management: organising and managing an online SharePoint, workplace group and bibliography
- Contribute to proposal and report writing/review for institutional and foundations donor grants
- Budget administration and financial reporting
- Documentation of meetings with Save the Children internal and external stakeholders
- Contextual background research aimed at building strong geographical and programmatic knowledge of urban projects
- Support implementation of urban projects in collaboration with grant managers
- Communications with country offices  
Support with urban communications and advocacy

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

- Master degree, preferably in development/urban studies/child rights/social policy or related fields
- Excellent written and verbal fluency in English to support proposal and report writing
- Excellent administrative and organisation skills
- A pragmatic, solution-oriented, self-motivated, 'can-do' attitude with the ability to work independently as well as in teams
- Professional experience in project planning and management.
- Strong communication skills
- Field experience in cities in Africa or Asia, especially in informal settlements, would be an advantage
- Analytical and research skills
- Strategic and networked thinking
- High quality work
- The ability and motivation to self-develop where needed
- Excellent use of computers, especially project management tools and SharePoint management.

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 via email [jobs@savethechildren.ch](mailto:jobs@savethechildren.ch).