

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 - Education Programmes

100% / 9 months / Starting date: as soon as possible

Key functions include but are not limited to:

- Support the Thematic Head Education in day-to-day operations and administration for Save the Children Switzerland's education programme
- Support the provision of technical inputs to ongoing education projects (in the areas of Early Childhood Development, Quality Basic Education and Education in Emergencies) in collaboration with the Thematic Head
- Contribute to proposal and report writing for institutional donors
- Support internal and external knowledge exchange and positioning (preparing meetings and presentations, writing minutes and support follow-up actions, etc.)
- Thematic and contextual background research aimed at informing education strategic priorities and programming
- Support with public relations, communications and advocacy work around education

We are looking for a candidate with:

- Master degree, preferably in development studies/education/social sciences or related fields
- Thematic expertise in the field of Education in Emergencies, and/or Early Childhood Development / quality Basic Education
- Knowledge of international humanitarian and/or development sectors
- Knowledge of project planning and management methods would be an asset
- Analytical and research skills
- Excellent written and verbal fluency in English to support proposal and report writing
- Written and verbal fluency in either German or French
- Proven ability to take initiative, self-motivating, pragmatic, 'can-do' attitude and working independently, as well as in teams
- Strong intercultural skills and valuing diversity
- Excellent use of computers, especially project management tools and SharePoint management.

We promote diversity in our team and therefore welcome applications from people of diverse nationality(ies), ethnic and social origin, religions, sexual orientation and identity, different ages and genders, as well as people with disabilities.

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.