



## **Your project management skills enable a future worth living for children!**

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.

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

## **Intern International Programmes**

**100% / 9 months / Starting date: October 15<sup>st</sup>, 2021 (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 this might be the right opportunity for your career entry.

### **What makes your role particularly interesting**

- Support the proposal and report writing/review for institutional and foundations donor grants
- Support the implementation, and monitoring progress of projects through direct contact with teams in country offices
- Contextual background research aimed at building strong geographical and programmatic knowledge of countries in which Save the Children 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 collaboration between the International Programmes, the Fundraising and Philanthropy and the Finance departments, possibly with short assignments in the departments
- Other functions in line with the candidates' areas of experience or interest

### **Your great deal of experience**

- Master University degree or comparable practical experience
- Excellent research, analytical, computer and communication skills
- Excellent verbal and written fluency in English as well as fluency in German and/or French, Spanish would be an asset
- Knowledge of the international humanitarian and/or development context
- Knowledge of project planning or project management would be an asset
- 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
- Strong intercultural skills and diversity sensitivity is essential

### **What we can offer you**

- An exciting, meaningful challenge in an international environment
- Extensive exposure to the international aid and development sector
- A continuous learning experience with increasing responsibilities as per the candidates experience and interest
- A very professional but uncomplicated working culture in a diverse team
- Flexible working environment with central offices in Zurich and option of partial remote work.
- Remuneration and social benefits package

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 safeguarding declaration and hand in their criminal record.

**Interested?** Please send a complete application via email [jobs@savethechildren.ch](mailto:jobs@savethechildren.ch).

