

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 – Emergency Response

100% / 9 months / Starting date: as soon as possible or as per arrangement

Key functions include but are not limited to:

- Support the Thematic Head Emergency Response Team (ERT) in day-to-day operations and administration for Save the Children Switzerland's humanitarian programme
- Contribute to proposal and report writing for donors in the Emergency context
- 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 Emergency Response strategic priorities and programming
- The intern will follow humanitarian crisis and SC reports to learn or document about them being able to use this learning in SC CH's interest
- The Intern will collaborate and work with different units and staff in order to learn about SC main goals and processes, able to put in practise this learning
- Will support the ERT to monitor humanitarian opportunities, will keep track of success ratios and submission per donor, and will update the Humanitarian Donor's figures into our systems
- will support the ERT to prepare comms packages and dossiers to be shared with our main donors and in special with SwS
- Will familiarise with the different humanitarian tools and standards in order to be used in our interventions
- The intern will support the ERT to create suitable tools for our Emergency Responses

We are looking for a candidate with:

- Bachelor/Master degree, preferably in Development/Humanitarian studies
- Thematic expertise in the field of Humanitarian, Emergency sector, field experience is an asset
- Knowledge of international humanitarian and/or development sectors, and quality standard humanitarian indicators
- Able to work under time pressure for short deadlines.
- 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 are an asset
- 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 safeguarding declaration and hand in their criminal record.

Interested? Please send a complete application via email jobs@savethechildren.ch.

