

| CARITAS CZECH REPUBLIC Humanitarian Aid and Development Cooperation (HPRS) Department | |
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| I. Position Information | |
| Job title: | HPRS Department Assistant |
| Supervisor: | Head of HPRS Department |
| Duty station: | Prague, Czech Republic |
| Starting Date: | Monday 27 January 2014 |
| Time Allocation: | 15-20 hours weekly |
| Starting Salary: | 150 Kc/ hour starting with possibility for part-time contract |

| II. Organizational Context |
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| <p>Caritas Czech Republic (CCR) Department for Humanitarian Aid and Development Cooperation (HPRS) is a Department of the General Secretariat of CCR in the Czech Republic. HPRS cooperates with diocesan organizations and other Caritas structures in the Czech Republic to deliver humanitarian aid and development assistance abroad. In addition, HPRS also works to share information about development assistance in the Czech Republic through Global Development Education.</p> <p>CCR is a respected member of the Caritas Internationalis network, and enjoys a strong relationship with global CI partners. In line with the vision of Caritas Europa, CCR works in the Czech Republic and abroad to realize a vision of a civilization of love and justice where every human person can flourish and live in peace and dignity as part of one human family.</p> |

| III. Responsibilities | |
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| Administrative Tasks | <ul style="list-style-type: none"> • Complete meeting minutes of weekly department meeting/ additional management meetings • Draft letters in Czech to officials based on input of Head of Department • Maintain records of assets and office supplies of HPRS department • Deliver in person documents to offices in Prague • Book and monitor flights and insurance for department for international travel • Proofread text in Czech and in English • Complete additional administrative tasks assigned by the Head of the Department |
| Research Tasks | <ul style="list-style-type: none"> • Maintain database of funding resources • Conduct Internet searches on specific topics assigned by the Head of the Department |

| IV. Recruitment Qualifications | |
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| Education: | Currently studying at university level |
| Experience: | Any formal experience is beneficial, but not required if all other criteria are met. Internships and volunteer positions are also beneficial. |
| Qualifications: | <ul style="list-style-type: none"> • Knowledge of crisis regions and developing economies • Motivated to work in humanitarian aid or development cooperation fields in the future • Ambitious and driven • Detailed oriented/ great attention to detail • Outgoing and cooperative • Willing to carry out basic manual tasks when required • Excellent computer skills with Microsoft Office • Previous international travel is a plus • Ability to work in a Catholic church-affiliated organization • Ability to travel within the Czech Republic when required |
| Commitment Requirements | <ul style="list-style-type: none"> • Based in Prague metropolitan area year-round • Ability and willingness to work year-round (including summer) • Ability to commit to a minimum one-year • Ability to work outside of the 9-5 standard working day when required |
| Language Requirements: | <ul style="list-style-type: none"> • Fluency in written and spoken English (excellent level) • Fluency in written and spoken Czech (native level) • Knowledge of Russian and or French are appreciated |

Calendar

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| Posting Date | Tuesday 7 January 2014 |
| Application Deadline | Tuesday 21 January 2014 9AM |
| Interview Term | Wednesday 22 January – Friday 24 January 2014 |
| Notification Term | Friday 24 January Close of Business |
| Possible Starting Date | Monday 27 January 2014 |

Application Process

Send 1-page motivation letter **in English** confirming that you meet ALL requirements above and a short CV or resume to the address below on or before the application deadline. Candidates must be available for an interview in person in Prague at Caritas HQ during the interview period.

Send CV and cover letter to:
 Internship.caritas@gmail.com

Only candidates who are able to attend the interview term and are able to begin work on 27 January should apply. **Please note that language requirements are non-negotiable and only candidates who meet the requirements should apply.** Written and spoken Czech must be at native speaker level.

Only candidates selected for an interview will receive a response.