

CARE INTERNATIONAL INTERNSHIP

POSITION DESCRIPTION

Position title	Intern CARE International, Brussels Office
Location	CI Secretariat - EU Liaison Office - Brussels
Supervisor	Senior EU Funding Advisor
Dates	February 2015 - July 2015

Remuneration approx. 600/700 mth (contrat d'immersion professionnelle) still to be confirmed or Convention with University (Intern during a Master course).

Summary

CARE is a leading humanitarian organization fighting global poverty. Non-political and non-sectarian, in 2013, CARE worked in 86 countries all over the world, supporting 907 poverty-fighting development and humanitarian projects to reach 97 million people.

CARE helps tackle underlying causes of poverty so that people can become self-sufficient. CARE is often one of the first to deliver emergency aid to survivors of natural disasters and war and, once the immediate crisis is over, we help people rebuild their lives.

The Brussels Office of CARE International is seeking an intern to assist staff in their funding and advocacy work.

Funding work

The intern will assist EU funding work by contributing to funding analysis and information sharing. She/he will:

- Prepare analysis about CI access to and performance on EC funding (ECHO and EuropeAid)
- Provide support to managing and implementing EC funding database
- Provide support to the update of EC funding training materials
- Monitor and prepare summaries of the Annual Action Plans (AAP) of the relevant EC thematic programmes
- Assist in managing donor relations (phone, e-mail and written correspondence) and relations with the NGO community, including attending relevant meetings and reporting back
- Managing and updating the “EU meeting point” intranet page on EU matters
- Coordinating/preparing DEVCO and ECHO updates

Support to advocacy work

The intern may support CI's advocacy at the EU level through contributing to research and analysis on EU policies with regards to development and relief, particularly on the priority areas for CI and the CI Brussels office. She/he will also be expected to:

- Monitor policy developments at the EU level and prepare and up-date an agenda of key EU events ; following the work of EP committees on the CI areas of interest; following and summarizing the relevant EU Council meetings
- Prepare updates and briefing notes on relevant EU processes
- Attend relevant EU and other organisations events and prepare summaries of these ; support as required the work of CI Secretariat advocacy team

General and Administrative tasks

As part of his/her tasks the intern will be expected to provide administrative support to CI Brussels office (30% of his/her working time), mainly in the form of:

- General admin support : preparing requisition orders, ordering supplies, weekly mailings to Geneva, other organisational tasks (filing, inventory)
- Assisting in the organisation of meetings –catering and supplies
- Manage monthly petty cash reconciliation
- Taking notes for and supporting CI meetings and events

Knowledge, experience and skills required

- Educated to degree level in social sciences, such as political sciences, international relations, development studies, economics or law
- Prior knowledge and/or experience of EU Institutions and development policies is a definite asset
- High capacity to work independently within a small team and strong ability to multi-task
- Ability to take initiatives and responsibility for own learning and work
- Excellent research and writing skills
- Strong oral and written English. Further language skills, especially French would be an asset.
- Strong organisational and communication skills
- Very good knowledge and experience of working with internet and Microsoft Office applications (Word, Excel) with knowledge of databases and website maintenance an asset
- Excellent inter-personal skills
- Strong Interest in development and relief issues is a definitive asset