

INTERNSHIP PROPOSAL

Nadacia Habitat for Humanity International **Department/Division: Program Operations**

Habitat for Humanity International's vision is a world where everyone has a decent place to live. Anchored by the conviction that safe and affordable housing provides a critical foundation for breaking the cycle of poverty, Habitat has helped more than 3 million people construct, rehabilitate or preserve homes since 1976. Habitat also advocates for fair and just housing policies and provides training and access to resources to help more families improve their shelter conditions. As a non-profit Christian ministry, Habitat works in more than 70 countries and welcomes people of all races, religions and nationalities to partner in its mission. To get more information, to donate or to volunteer, please visit www.habitat.org.

Position title: Operations Intern

Duties and responsibilities:

- Review and revision of the regional project Concept Papers as part of the planning and budgeting process
- Support in the execution of the regional planning and budgeting process.
- Preparing presentations, background materials, reports and proposals.
- Assessing existing project materials and recommending improvements on design or content.
- Maintaining the content of the internal database – organization and accessibility for stakeholders.
- Keeping internal records of support up to date.
- Performing other admin related tasks, based on current needs of the team.

Professional competencies: university student with knowledge of, or an interest in, the project life cycle and project design; fluency in English is a must, French or German is an advantage; very good computer skills - Word, Excel, PowerPoint; good interpersonal, communication and writing skills; ability to work independently; experience with cross-cultural environment

Key competencies/Language skills: English – Advanced (Required)

Key competencies/Computer skills: web browsing and communication - Independent user

Key competencies/Other: interpersonal skills, communication, intercultural perception

How to apply: Please send CV, cover letter **by 30/04/2017** at the latest (**via INTLAG**)

Earliest start date: 1/5/2017

Latest start date: 15/6/2017

Working language: English

City/Country: Bratislava, Slovakia

Duration: minimum 3 months (possible longer)