

VACANCY

Terre des Hommes International Federation is looking to recruit a Project Assistant (Internship - 60%, remunerated)

Deadline for applications: 19 December 2018

Starting asap until December 2019

About Terre des Hommes

Terre des Hommes International Federation (TDHIF) is a network of 10 member organisations (MOs) working for the rights of children and to promote equitable development without racial, religious, political, cultural or gender-based discrimination. Members of Terre des Hommes jointly work in 67 countries worldwide. More information on our work is available [here](#).

About the internship

The Project Assistant (intern - remunerated) will support Terre des Hommes International Federation in the context of a strategic review process. (S)he will work closely with the Project Team and Task Force leading the process under the authority of the International Board, to ensure efficient administrative support, including the organisation of meetings and workshops, the maintenance and monitoring of a detailed project plan and other administrative tasks.

In addition to the administrative support related to the review process, the Project Assistant will support the TDHIF Communication Officer in some of his responsibilities, allowing him to dedicate more time to the internal communication efforts needed to take our colleagues with us in the review process.

Joining the Brussels Office of the International Secretariat, the Project Assistant will also be asked to support the Secretary General (SG) and other 4 members of the team in general administrative tasks.

Specific responsibilities and duties:	Project support to the Strategic Review Process of TDHIF <ul style="list-style-type: none">- Meeting / workshop logistics and support- Holding and monitoring detailed project plan- Supporting in following up on delivery of agreed outputs- General administration Communications support <ul style="list-style-type: none">- Regular monitoring and maintaining of social media channels (mainly twitter)- Website management (uploading articles and other content) General administrative support <ul style="list-style-type: none">- Scheduling internal meetings, minutes taking
--	---

Terre des Hommes

International Federation

	<ul style="list-style-type: none"> - Petty cash management, purchasing of stationary and reimbursement claims filing for staff - Maintaining and organising agenda of the Secretary General - Other administrative tasks in support to the team 	
Job profile:	<p>Essential:</p> <ul style="list-style-type: none"> - Organised, diligent self-starter with keen eye for detail - Strong IT skills (Office 365, Word, Excell, Powerpoint, Facebook Workplace, Webinar tools, ...) - Excellent command of English - Communication and problem-solving capacities as well as strong diplomatic skills - Resilient <p>Desired:</p> <ul style="list-style-type: none"> - Previous similar work experience considered a strong asset - Other languages a plus - Background in project management support, events organisation or administration 	
Relationships:	<i>You report to:</i>	- Secretary General of TDHIF
	<i>Reporting to you:</i>	N/A
	<i>Internal relationships within the IS:</i>	Working closely with: <ul style="list-style-type: none"> - Secretary General - Communications Officer - Strategic review project team (including the external consultant and communications officer) - Other members of the TDHIF team, in particular the Brussels Office
	<i>Member Organisation relationships:</i>	- Regular correspondence with Member Organisations, i.a. in planning and follow up of the review
	<i>External relationships:</i>	- Occasional exchanges, in particular for planning purposes – may include suppliers as well as key stakeholders consulted or invited to provide input throughout the review process
Duration:	The candidate will be offered a contract until end December 2019, starting as soon as possible.	
Environment & logistical conditions:	<i>Location:</i>	Brussels
	<i>Schedule:</i>	60%
	<i>Tele-work:</i>	Occasional tele-work possible if in line with specific tasks assigned
	<i>Travel:</i>	Occasional travel (approx. 4 to 6 times a year)
Conduct:	The candidate will conduct his/her duties under the work regulations of TDHIF, the TDHIF Statute, TDHIF Child Protection Policy and in the spirit / vision of the UN Convention on the Rights of the Child. TDHIF expects that its employees' conduct reflects proper behaviour in accordance with multicultural working contexts. The titular assures the moral protection of the name of Terre des Hommes (TDH) and defends in all circumstances the interests of the movement. He/she will direct his or her activities and engagements without preoccupation of political, racial or religious affiliation.	

About you

You are a thorough, and attentive person with outstanding organisational skills. You have a great eye for detail and take pride in delivering high quality work. You're a self-starter, who feels comfortable in working with multi-locational partners. You can work independently and are not frightened by challenges. You are thorough, with a good eye for detail and excellent communication and listening skills. You have a flexible and friendly character, as well as a good sense of humour.

About the offer

The selected candidate will be offered a rewarding internship at the service of children's rights in a multi-cultural and dynamic environment. As a member of the Project Team leading the strategic review process of TDHIF, you will be offered a unique opportunity to understand and sharpen our project management skills and learning about big organisational change in the INGO sector. Compensation will include a 600€ stipend as well as a monthly reimbursement of transport costs (49€/month), for a 60%FTE, arranged in mutual agreement.

About the selection procedure

The recruitment and selection procedures at TDHIF reflects our commitment to help and protect children. Information on our safeguarding policies and practices is available [here](#). Terre des Hommes is an equal opportunities employer, committed to diversity within the workplace.

If you believe you qualify for this position, please send a letter of application (1 page max) as well as your CV, to Delphine Moralis, Secretary General of TDHIF, using the following e-mail address: applications@terredeshommes.org. In your application letter, please make sure to outline how you reply to the required profile and expertise for the role.

Due to the high amount of applications expected, only short-listed candidates will be contacted and will be invited for an interview.

Terre des Hommes is currently unable to provide sponsorship for work permits.