

REFERENCE TERMS

Internship at Headquarters or Delegations

If you are studying (degree, bachelor, postgraduate ...) related to our areas of work, we offer you the possibility of joining for a while in an international and dynamic team, where you will have an approach to the professional world of cooperation and access to training internships.

INTERNSHIP PROVIDED

- a. Title of the internship: Production Department –Emergencies/ Saving Lives
- b. Headquarters/delegation
Location: Head office/Department: Operation
Address: C/ Duque de Sevilla, 3, 28002 Madrid
Telephone number: 91 184 08 53/ ext.1109/ ext.1112
Number of vacancies: 1
- c. Summary of the activities developed by the department or delegation
The Production Department is responsible for ensuring that the organization's performance objectives are met on time and with the quality agreed with our stakeholders. Its objective is, therefore, to improve the satisfaction of our beneficiaries and our donors through the execution of international cooperation projects that we implement.
- d. Objectives and activities of the internship

OBJECTIVES

1. Integrate into a professional team to improve its competencies.
2. Get the global knowledge from an international organization.
3. Support project management in all missions with Emergencies / Saving Lives projects, to ensure adequate planning and monitoring of projects using the appropriate tools and in a coordinated manner with the missions and other departments.

ACTIVITIES. The intern will take part in and support following tasks:

1. Global support on daily tasks of the department: information management and follow up through institutional tools, communication channels supervision, documentation archiving, translation, final documents edits (concept notes, full proposal, donor reports),

2. Support on validation of project proposals and reports, revision of donor guidelines, support in the integration of cross-cutting issues (gender, protection, environment, etc.)
- e. Allocated mentor

Mentor from the reference Department:

Name: Jean CHRISTOPHEL
Position: Team Coordinator Implementation

Academic mentor:

Name: Rosa Ana Rodriguez Alonso
Position: Head of External Training
and Academic Relations
rarodriguez@accioncontraelhambre.org

REQUIRED PROFILE

1. Studies: International Relations, Humanitarian and Development Studies, Political Sciences
2. Level languages skills: English, French and Spanish.
3. Appreciated knowledge in: Project Cycle Management, Formulation and proposal design, Gender.

SCHEDULE AND INTERSHIPS MATTERS

a. Availability

Onboarding:	As soon as possible
Number of months:	6
Work hours offered:	30 hours weekly
On-site / distance:	On-site when possible

b. We offer:

- Academic agreement between the Center for Studies and Action against Hunger.
- Integration into the organization of recognized international prestige, run through more than 40 countries with the possibility of knowing more in depth about the work that an organization of humanitarian action and social action does within 5 international headquarters.
- Practices supervised by a tutor from the department in which the practice is registered and a mentor from the department of external training and academic relations.
- Host training, welcome briefing and the possibility of participating in other courses organized by Action against Hunger (internal and / or external) that can contribute to the professional development of the student.
- End-of-practice debriefing with mentor and tutor to evaluate the activities done and the project developed by the student.
- Internship certificate.

- Casualty and liability insurance, as established in the academic agreement.
- The internship is non-remunerated. For students without any type of scholarship or financial support during their studies, an aid for food and urban transport will be contemplated during the negotiation of the academic agreement with the study center.

These internships have a formative nature, this means that the student will have access to different training courses of the organization.

*If you are interested in taking part in any of these calls, send your CV in this web:

<https://www.accioncontraelhambre.org/es/programa-de-practicas-en-accion-contra-el-hambre>