

Internship Dutch Relief Alliance

Duration of 6 months (starting in September 2021)

32-36 hours per week

Main purpose of this internship position

The Dutch Relief Alliance (DRA) is a coalition of 14 Dutch aid organisations in partnership with the Netherlands Ministry of Foreign Affairs (MoFA). The structure of the DRA enables participating NGOs to respond to major international crises in a timely and effective manner. Find more information on the DRA on the website: www.dutchrelief.org.

The main purpose of the internship is: 1) to support the chair in its daily responsibilities and tasks as well as the other members of the DRA Committee in collaboration with the DRA secretary; 2) to provide coordination and communications on DRA's strategic priorities; and 3) support the working groups and task forces of the DRA.

DRAC is the coordinating body of the DRA and the key tasks the intern is requested to support on are:

- Support with and coordinate internal meetings and events, like the annual DRA learning days, working groups or thematic meetings;
- Support DRA-bodies with external events;
- Coordinate and provide content for the DRA website and other channels;
- Support implementation of DRA processes and priorities;
- Support DRAC in drafting (policy) documents;
- Conduct research on specific topics;
- Provide hands-on and content support to the different DRA working groups and task forces;
- Depending on knowledge and interest, support DRA in other areas.

Essential skills

- Masters' Degree level of studies;
- Good personal communication skills in English;
- Good English writing and presentation skills;
- Good organizational skills and ability to handle multiple tasks simultaneously;
- You are passionate about humanitarian aid;
- Good command of Microsoft Office (Outlook, Power Point, Excel and Word);
- You are highly motivated, result-oriented and are a team player;
- You are a self-starter that can work independently and is eager to take the initiative;
- You are willing to learn and share your knowledge with others.

Desirable skills

- Previous work or internship experience is an asset;
- Knowledge of the humanitarian system.

Eligibility criteria

To be eligible for an internship, students must meet the following criteria (non-negotiable):

- Be enrolled in a university or an educational institution in the European Union for the entire duration of the internship;
- Have, or be able to apply for, a residence permit in the Netherlands (valid for working purposes and for the entire duration of the internship);
- Have, or be able to request, a BSN (burgerservicenummer/citizen service number).

How to Apply

If you are interested in applying and meet the eligibility criteria, please send your application no later than 8 July 2021 to office@dutchrelief.org. Please include a Curriculum Vitae (two pages maximum) and a cover letter (1 page maximum).

Selected candidates will be contacted via email and interviews will take place around mid-end July. For questions about this internship vacancy please send an email to office@dutchrelief.org

