



Voluntary Organisations in
Cooperation in Emergencies

the network of European Humanitarian NGOs

VOICE Internship

VOICE is seeking a motivated and conscientious intern to support the work of its Brussels Secretariat.

Working in a small dynamic team, the successful candidate will gain insight into the functioning of a large European NGO network, gain experience of working with a variety of audiences, and will contribute to VOICE's influencing of humanitarian policy at EU level.

Job Description:

- Monitor political and institutional developments relevant to humanitarian assistance and produce a daily news review for the secretariat team;
- Assist the Secretariat team in organising VOICE meetings and events and taking minutes;
- Research on and follow-up of current policy topics and funding related to humanitarian assistance, in order to support VOICE overall communication, advocacy and policy work;
- Support in maintaining VOICE website and extranet, the databases of contacts and mailing lists;
- Attend and report on external meetings and debates on relevant topics if required;
- Provide support to the VOICE Secretariat in administration and any other relevant tasks.

Requirements:

- Demonstrated interest in the EU and Humanitarian Aid
- Higher education in a relevant field
- Fluent written and spoken English and (preferably) French
- Excellent IT skills
- Motivated team player and enthusiastic personality

What we offer:

- VOICE offers a full time 1-year internship regulated under the conditions of the Belgium internship contract called "Convention d'immersion professionnelle" with a compensation of 781 €/month
- Start date: asap

Interested candidates should send their CV and a 1-page motivation letter, explaining their suitability for the position as described above to voice@ngovoice.org at the latest **on 5 November 2018**. Applications will be reviewed on a rolling basis.

Please note that only short-listed candidates will be contacted for interview.