Job-Beschreibung

I. General introduction

Médecins Sans Frontières (MSF) is a private and independent international medical aid organisation. It was founded in 1971 by a group of French doctors and journalists. Whether it is war-wounded people in Yemen, displaced populations in South Sudan or patients with tuberculosis in Central Asia: MSF provides medical aid in more than 70 countries worldwide. The projects are targeted especially at people in need who do not have access to sufficient medical treatment or who are barred from aid. ÄRZTE OHNE GRENZEN e.V. in Germany is one of the 24 membership organizations of MSF. The main focus of our work lie in the management of field projects, recruitment of field personnel, raising awareness about humanitarian issues, and fundraising. In 2018, ÄRZTE OHNE GRENZEN e.V. collected roughly 158 million Euros in private donations and other income and is currently employing more than 200 staff in Germany.

II. Terms of reference

Job location: MSF-Germany, Berlin
Starting Date: 15th of June 2020 (flexible)
Duration: 5 months
Job dimension: 100% (40 hours per week)
Salary: 450,- Euro per month for students with a mandatory internship, otherwise 9,35 Euro per hour
Deadline: 10th of May 2020

III. Tasks:

As an intern you will have the opportunity to assist and support the Advocacy Project Manager who is coordinating the Humanitarian Congress in Berlin. Your tasks will include:

- Logistical and organizational preparation and implementation of the Humanitarian Congress Berlin 2020
- Research on possible speakers and participating organizations
- Database management (data of participants and speakers)
- Draft and edit communication materials (invitations, meeting notes, etc.)
- Provide support with communications for the congress (e.g. via social media)
- Act as point of contact for participants – liaising with participants on the phone and via email
- Plan and coordinate the exhibition “Humanitarian Forum” in the foyer of the Humanitarian Congress Berlin
- Evaluation of the event
- Attending regular in-house meetings and potentially external events
- Optional: research for other areas of the Berlin Advocacy Unit (for example Humanitarian Affairs)

IV. Anforderungsprofil

- Excellent organisational skills
- Real passion for humanitarian affairs
- Excellent communication skills
- Attention to detail
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office
- Knowledge of social media
- Ability to manage multiple tasks simultaneously
- Flexibility and adaptability

Humanitarian Congress Berlin

The Humanitarian Congress Berlin is a forum to analyse and discuss the theory and practice of humanitarian action. Each year, it brings together over 800 leading and emerging experts from around the globe to share experiences and knowledge in an international and multidisciplinary setting. Over the past two decades, the Humanitarian Congress has created a platform for a growing community with a shared interest in the major issues and challenges confronting humanitarian action.

We are looking for an intern with excellent organisational skills and a real passion for humanitarian affairs to support the development, coordination and evaluation of the Humanitarian Congress Berlin.
Strong interest in humanitarian action
Ideally some events experience, either at work, socially or at university
Proven computer skills particularly in MS Excel and Word
Excellent written and verbal communication skills
Strong organizational skills
Ability to work both independently and in a team
Written and spoken fluency in English and a good working knowledge of German (B2)
Working knowledge of social media platforms Facebook and Twitter
Ability to remain calm and react quickly and positively under pressure

Student status is not mandatory for this internship.

We are offering an interesting internship in a busy, motivated and collaborative team. We are looking forward to receiving your application. Please submit your complete written application (incl. letter of motivation, CV without photo and any relevant certificates) by email and integrate all documents in one PDF file with max. 5 MB. Please send your application to bewerbung.ber@berlin.msf.org.

In case of further questions please contact Nora Dettmer: 030 - 700 130 237 or nora.dettmer@berlin.msf.org.

Interviews will take place in the week of 18th May via Skype.