

**NOHA Internship position****Terms of reference**

<b>Reports to:</b>	NOHA General Manager
<b>Location:</b>	Brussels, Belgium
<b>Duration:</b>	3 months, 15 September – 15 December 2016

The Network on Humanitarian Action (NOHA) is the first network of universities at the European level dealing with the development of humanitarian action education. It seeks greater professionalism and quality of service among humanitarian action personnel through the provision of solid intellectual grounding and the development of sound concepts and principles that lead to good practice. NOHA aims to enhance professionalism in the humanitarian sector through education & training (Joint Master Programme in International Humanitarian Action, annual thematic schools, awareness raising seminars and undergraduate modules), research & publications (Journal of International Humanitarian Action) and projects. As a network of academic institutions, NOHA brings a university ethos to the existing humanitarian principles that govern humanitarian action (<http://www.nohanet.org>).

NOHA is offering one internship position to motivated and creative candidates who are seeking experience in the humanitarian education sector. A small stipend to cover for transport and accommodation will be provided (500 € per month).

Main duties and responsibilities include:

**General duties**

Provide research, communication and administrative support to the NOHA General Secretariat.

**Specific tasks**

- Support implementation of the NOHA communication strategy, in particular management of social media, and development and dissemination of all of the NOHA visibility materials;
- Research and regularly update the calendar of humanitarian events in Europe and worldwide (conferences, seminars, new publications, etc.);
- Support the preparation and organisation of meetings and seminars, liaising with relevant actors and stakeholders, as required;
- Collect information on NOHA graduates in close coordination with the NOHA Alumni Committee;
- Support the preparation of project proposals and implementation of ongoing projects;
- Undertake research on specific humanitarian themes, as required;
- Perform any other tasks, as required.

**Profile required (competencies and skills)**

1. Demonstrated effective communication and media skills and ability to handle work in an efficient and timely manner.
2. Good interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
3. Degree in (or currently undertaking degree in) humanitarian action, political science, management or a related field.
4. Ability to write in a clear and concise manner and to communicate effectively orally.
5. Fluent in English (written and oral).
6. Fluent user in IT and Microsoft package.

Please send your application letter and full CV by email to the address **info@nohanet.org**, to the attention of Ms. Sophie Borel, quoting the reference “**NOHA Internship 2016**” in the subject. All applications should be sent **before the 3 July 2016**.