



Administration and Project Writer Intern

Organisation

Mercy Hands Europe (MHEurope) is a women-led international non-profit organisation registered in Geneva, Switzerland, since 2019. It is the sister organisation of **Mercy Hands for Humanitarian Aid (MH)**, the biggest local NGO in Iraq founded in 2004. MHEurope's mission is to empower vulnerable people living in the disaster areas of **Iraq and Syria** through our sister organisation and local partners. We also work in **Ethiopia and Ukraine**. We focus primarily on education, protection, emergency, agriculture and livelihoods projects. We support the development and implementation of our projects with partner organisations on the ground. Our project management experience and expertise, with sustainability as a core value, and our presence in Switzerland, allow us to secure long-term sources of income and ensure capacity building of local communities.

MHEurope is offering an internship contract of 6 months, with two months of probation period. **The starting date of the internship will ideally be as soon as possible. The intern must be based in Geneva.**

Location

Geneva, Switzerland.

Salary and benefits

The remuneration will be 500 CHF per month for 35 hours of work per week.

Tasks and Responsibilities

You will report to the Executive Director and Programme Officer, and your main role will be (1) To manage basic administration tasks and 2) Develop and review news projects.

In details, your responsibilities include:

Projects:

- Identifying suitable funding opportunities for the already designed projects or for new projects (call for proposals, foundations, institutional funders, INGOs, UN agencies, private etc...);
- Developing new projects in the various sectors determined with the ED;
- Coordinate fundraising campaigns;



- Reporting to the donors and partners, follow-up on the projects and coordination of the field staff.

Administration:

- Manage administrative tasks under the supervision and guidance of the Executive Director;
- Help the ED in the administrative processes.

Communication

- Organizing meetings, training and events in Switzerland, Europe or MENA region;
- Manage Social Networks and communication;
- Advocate for the needs;
- Representing MHEurope in meetings;

Internship's objectives

At the end of the internship, the intern will have:

- Experience in project design and project management, and especially in drafting project proposals; · experience in researching and answering to calls for proposals;
- Well-defined knowledge of the humanitarian situation and needs in Iraq and Syria;
- A network of contacts in the MENA region.

Requirements & Competencies

- **Currently enrolled in a Master's degree programme** in a relevant field and a demonstrated thematic interest in international cooperation and humanitarian work;
- Excellent written and oral communication skills in **English (C1-C2)**, and preferably in one of the following languages: French, German. Arabic is highly appreciated;
- Good knowledge of **MS office suite** (word, excel, powerpoint), social media management and Google Drive. Knowledge of image editing software is an asset;
- Good knowledge of Switzerland, its actors and institutions;
- Good knowledge of the MENA region context;
- Knowledge of project management and fundraising is an asset;
- Ability to follow suggestions but also to work independently and flexibly;
- Ability to manage time successfully and continually meet objectives;
- Ability to work in an international and multi-cultural team.

How to apply

NB: Women are encouraged to apply.



If you are interested in this position, please send your **CV and cover letter** before March 31st, 2022 to **michela.maccabruni@mercyhandseurope.org** and **info@mercyhandseurope.org** with the following subject: Administration and Project Writer Intern.

Due to the high number of applications received, only shortlisted candidates will be contacted. We thank you for your understanding.