



## **Internship, Government Partnerships Division Berlin, Germany**

The World Food Programme is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill an internship position under the **Government Partnerships Division**. The position will be based in **Berlin/ Germany**. The Internship will be for a period of **6 months**, from **end-January 2016**.

### **Description**

The selected candidate will be assisting the **Government Partnerships Division** with the following key duties:

- Preparing project proposals for Germany, Austria, and Liechtenstein as donors in close exchange with colleagues from WFP Regional Bureaus and Country Offices
- Preparing of briefing notes for meetings, short biographies, and documents for briefings and conferences
- Finalisation and updating of project overviews, contribution tables, and graphs using relevant data
- Informing donor counterparts on developments of WFP operations
- Drafting of emails and thank you letters for contributions
- Taking notes for the record during internal and external meetings and events
- Translating documents from German to English and vice versa
- Preparing clippings regarding government partnerships issues and WFP internal weekly highlights, covering developments relevant to the WFP Berlin Office
- Performing other related duties as required

### **Essential Requirements**

- Currently enrolled or recently graduated (less than 12 months ago) from a University degree preferably in political, social, or related studies
- Completed at least two years of undergraduate study;
- Attended courses in the last 12 months (transcripts of records or diploma required);
- Proficiency in MS Office (Word, Excel, Power Point);
- **Excellent communication skills (written and oral) in German and English are required.** Second UN language would be an asset.

### **Terms and Conditions**

- Interns receive a monthly stipend from WFP up to the amount of US\$700 per month
- WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related.

**Send your application (one-page motivation letter in German and English, Curriculum Vitae, Transcripts of Records, and contact details for two references) as one document by email to Silvia Kollitz, [WFP.Berlin@wfp.org](mailto:WFP.Berlin@wfp.org).**

**Deadline for applications: 8 November 2016**

*WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.*

**Fighting Hunger Worldwide**