

REFERENCE TERMS

Internship at Headquarters or Delegations

If you are studying (degree, bachelor, postgraduate ...) related to our areas of work, we offer you the possibility of joining for a while in an international and dynamic team, where you will have an approach to the professional world of cooperation and access to training internships.

INTERNSHIP PROVIDED

a. Title of the internship: International Humanitarian Security

b. Headquarters/delegation

Location: Head office

Department: Operations- Security

Address: C/ Duque de Sevilla, 3, 28002 Madrid

Telephone number: 91 184 08 53/ ext.1109/ ext.1112

E-mail: formacion3@accioncontraelhambre.org

Number of vacancies: 1

c. Summary of the activities developed by the department or delegation

The Operational Department aims to ensure a strategic coherence in the development of the programs and it coordinates the monitoring between the different departments in the headquarters. The Department is the connection between the missions implementing the projects in the field and the different counterparts we are working with.

In security terms, from the Madrid headquarters we give support to 15 missions with the follow-up of their management of security, we create and improve their tools and we promote a security culture within the organization.

d. Objectives and activities of the internship

OBJECTIVES

1. Integrate into a professional team in order to improve its competencies.
2. Get the global knowledge from an international organization.
3. Give support with the creation, maintenance and promotion of the security management tools within the organization.

ACTIVITIES. The intern will take part in and support following tasks:

1. Creation, edition and maintenance of security management technical tools.

2. Preparation and edition of documents related to security: Humanitarian Access, acceptance, security reports, security kits...
3. Support with security-related formative material.

e. Allocated mentor

Mentor from the reference Department: Academic mentor:

Name: Santiago Barrantes Gonzalez
Position: Safety Reference
E-mail: sbarrantes@achesp.org
Phone number: +34 91 771 16 87

Name: Rosa Ana Rodriguez Alonso
Position: Head of External Training
and Academic Relations
Email: rarodriguez@accioncontrael
hambre.org
Phone number: +34 91 7581171

REQUIRED PROFILE

1. Studies: International Relations, Humanitarian Action, International Security, Conflict Studies...
1. Level languages skills: Spanish and English required; French is valuable.
2. Appreciated knowledge in: advanced Excell skills. User level in design, editing and other computer skills.

SCHEDULE AND INTERSHIPS MATTERS

a. Availability

Onboarding: Immediate
Number of months: 6 months (possibility to negotiate the period of time)
Work hours offered: Flexible
On-site / distance: On-side

b. We offer:

- Academic agreement between the Center for Studies and Action against Hunger.
- Integration into the organization of recognized international prestige, run through more than 40 countries with the possibility of knowing more in depth about the work that an organization of humanitarian action and social action does within 5 international headquarters.

- Practices supervised by a tutor from the department in which the practice is registered and a mentor from the department of external training and academic relations.
- Host training, welcome briefing and the possibility of participating in other courses organized by Action against Hunger (internal and / or external) that can contribute to the professional development of the student.
- End-of-practice debriefing with mentor and tutor to evaluate the activities done and the project developed by the student.
- Professional orientation interview with the HR Department.
- Internship certificate.
- Casualty and liability insurance, as established in the academic agreement.
- The internship is non-remunerated. For students without any type of scholarship or financial support during their studies, an aid for food and urban transport will be contemplated during the negotiation of the academic agreement with the study center.

These internships have a formative nature, this means that the student will have access to different training courses of the organization.

If you are interested in taking part in any of these calls, send your CV and a letter where you explain your interest in collaborating with us to formacion3@accioncontraelhambre.org. Indicate the title of the internship in the subject.