TERMS OF REFERENCE
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 temporarily an international and dynamic team, where you will have an approach to the professional world of cooperation and access to training internships.

INTERNSHIIP PROVIDED

a. Title of the internship: Internship at Human Resources – Missions Management

b. Headquarters/delegation

Location: Madrid Headquarter
Department: Human Resources
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: 2

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

Action Against Hunger is an international organization that takes decisive action against the causes and effects of hunger. Last year, Action Against Hunger’s global network served 14.9 million people in 47 countries. Nowadays, we have approximately 5.500 workers.

Under the supervision of the Human Resources Manager and in accordance with the objectives defined for the internship period, the student may participate in:

- Planning Briefing/Debriefing of international staff in Missions.
- Being in contact with governmental organizations in order to send or receive documents (such as: contracts, pay slips, etc.).
- Updating the department database.
- Supporting in the follow-up of audits and preventive controls.

d. Objectives and activities of the internship

OBJECTIVES

1. Being part of a professional team in order to improve his/her competencies.
2. Get the global knowledge from an international organization.
3. Learn about the operation of a Human Resources Department.
4. Develop the necessary skills and competences to carry out administrative issues.

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

1. Provide support in the Briefing/Debriefing processes of international staff.
2. Support in the contracting processes of the organization.
3. Contribute to the systematization and updating of internal procedures.
4. Support the follow-up of Preventive Controls and audits of internal procedures.

e. Allocated mentor

Mentor from the reference Department: Academic mentor:

Name: Roberta Valzecchi
Position: Human Resources Support Officer / Human Resources Manager
E-mail: agamboa@achesp.org / rvalzecchi@achesp.org
Phone number: +34 913915300 - ext.1106

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

REQUIRED PROFILE

1. Studies: Student of Labor Relations, Law, Administration, and / or Psychology.
2. Level languages skills: English and / or French.
3. Appreciated knowledge in: Excel and Information Systems

SCHEDULE AND INTERNSHIPS MATTERS

a. Availability

Onboarding: 1st July 2017
Number of months: 6 months
Internship Program 2017

Work hours offered: Monday to Thursday from 9:00 until 17:00; Friday from 09:00 until 15:00 (Flex time)

On-site / distance: On – site

b. We offer:

- Academic agreement between the Study Center and Action against Hunger.

- Being part of an 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 and social action does within 5 international headquarters.

- Internship supervised by a mentor from the department in which the internship 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-internship debriefing with the mentor 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 "Internship at Human Resources – Missions".