

## 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:** Support to Mission Logistics

b. **Headquarters/delegation**

Location: Head office

Department: Operational Logistics

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

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

E-mail: [formacion3@accioncontraelhambre.org](mailto:formacion3@accioncontraelhambre.org)

Number of vacancies: 3

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

- Provision of strategic direction to mission logistics
- Support the mission to achieve planned and ad-hoc activities
- Representative in the Mission Management Group as an integrator of logistics within the set of areas of planning and project monitoring
- Logistic review of project proposals sent to donors
- Logistics review of project reports to be sent to donors
- Supervision of the correct application of logistic procedures in the missions
- Supervision of field procurements and necessary authorizations in collaboration with the Procurement Unit
- Monitoring of the use of the vehicle fleet and other key equipment
- Enhancement of HQ and field HR capacity through development of proper training materials.
- Monitoring of key logistics personnel

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. Know the functioning of humanitarian logistics from the support offered by the headquarters: strategic direction, procedures, tools, resources.
4. Synthesis, consolidation and logistics information management

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

1. Compilation and consolidation of information on logistics indicators
2. Support in carrying out analysis of data and reports.
3. Support in the resolution of incidences of audits from the point of view of logistics according to portfolio of missions.
4. Development of one or several thematic projects within the operational logistics department.

**e. Allocated mentor**

**Mentor from the reference Department: Academic mentor:**

Name: Daniel García Ibáñez  
Position: Head of Operational Logistics  
E-mail: dgarcia@accioncontraelhambre.org  
Phone number: +34 91 771 16 77

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

**REQUIRED PROFILE**

1. Studies: Students of last year in engineering or postgraduate students in matters related to cooperation, logistics, and humanitarian aid. Required MS Office at User-level.
2. Languages skills: Spanish is essential. A foreign language (French or English) essential. A second foreign language (English or French) desirable.
3. Appreciated knowledge in: Statistics, computer science, engineering, others (they are not exclusive).

## **SCHEDULE AND INTERNSHIPS MATTERS**

### **a. Availability**

Onboarding: One vacancy starting 20 June, two vacancies starting 15 July

Number of months: 3 to 6 months

Work hours offered: Min. 5 hours per day in morning duty. 5 days per week

On-site / distance: 100% On-site

### **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](mailto:formacion3@accioncontraelhambre.org). Indicate the title of the internship in the subject.