

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 165 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice, and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

In order to support Caritas Europa's humanitarian work, the secretariat based in Brussels is offering a

HUMANITARIAN SUPPORT INTERNSHIP

Agreement with the ELP fellowship program of JESC Full time – 5 months

Mission

The intern will support the Humanitarian and International Cooperation Unit in supporting the Caritas partners responding to the consequences of the war in Ukraine. The intern will more specifically support with planning and reporting related to Caritas' humanitarian response in Ukraine and the neighbouring countries. S/he will contribute to the revisions and reporting of the Emergency Appeals (EA) by supporting the members of the Emergency Response Support Team (ERST). S/he will support the work of the Humanitarian Officers of Caritas Europa in Brussels. The intern will be able to benefit from learning opportunities.

The intern will be part of the Humanitarian and International Cooperation Unit and will report to the Unit Director.

Key tasks

The intern will:

- Assist the Unit Director and Humanitarian Officers in the daily work related to the coordination of the humanitarian response to the war in Ukraine.
- Help the members of the ERST with the monitoring of the EAs in Ukraine and in other countries affected by the impacts of the war and supported by the ERST.
- Support with the planning, preparation and follow-up of in-country visits of ERST members.
- Support the CE team to gather and organise information on Caritas' humanitarian response in Ukraine and in neighboring countries.
- Prepare briefings, speaking points, presentations, etc.
- Contribute to ensure a proper storage of all administrative documents.
- Participate in ERST group and multilateral calls.
- Participate in unit and team meetings.
- Contribute or participate in other activities in common agreement.

Profile:

- Bachelor/Master student in International Cooperation, Administration, Management, Political Science, EU/international studies, European Law, or related field;
- Knowledge of project cycle management or similar tools;
- Fluent in spoken and written English, preferably with good command in some other European language(s). The working language is English;
- Good interpersonal and communication skills;
- Reporting skills;
- Self-motivated, helpful and dedicated team player, able to take responsibility and initiative;
- Result oriented;
- Good knowledge of Microsoft Office package.

Caritas Europa is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outlines the expected behavior and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.

Any candidate offered a position within Caritas Europa will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.

The internship is linked to participation in the European Leadership Programme (ELP).

For ELP related questions, please contact Ms. Fehéreková at assistant@jesc-elp.eu

For questions related to the position at Caritas Europa, please contact Mr. Somers at msomers@caritas.eu

Apply at: www.jesc-elp.eu