



## **ECHO Internship Guidelines for NOHA Students 2015**

### **I. Practical Information**

**Duration:** 3 months

- From 16 June to 15 September 2015, and/or
- From 16 September to 15 December 2015

**Number of students:** 24 (with at least one internship per NOHA member university guaranteed)

**Where:** see chart below (annex 1)

### **II. Conditions:**

1. Candidates must be students from a NOHA member university at the time of application.
2. Successful candidates must bear all of the costs of their internship (including accommodation, travel and subsistence).
3. Successful candidates must ensure that they are covered by an appropriate personal accident and medical insurance throughout the internship period and must provide proof of that.
4. Neither NOHA nor ECHO contribute financially to the internship.

### **III. Selection procedure:**

1. Every year, ECHO offers internships to students from NOHA member universities. The units offering a place for 2015 are listed below.
2. Interested students should apply for one position, providing a motivation letter and a CV for this position. This will be their first choice.
3. Students should specify a second and third choice from the list, ranking them in order of preference using the form attached (annex 2).
4. Please note that the first choice of a shortlisted student may not be guaranteed. He/she may be offered his/her second or third choice.
5. Students should provide the NOHA Coordinators with their motivation letters, CVs and choices by **15 January 2015**.
6. Please note that neither students nor NOHA Coordinators should under any circumstance contact ECHO directly. Direct contact will only occur after the final selection has been approved by both NOHA and ECHO.
7. Once selected, students sign an internship contract. Please note that once the contract is signed, students will not be able to withdraw from the ECHO internship programme.
8. For more information on ECHO: [http://ec.europa.eu/echo/index\\_en.htm](http://ec.europa.eu/echo/index_en.htm)

**Annex 1 DG ECHO**  
**Job descriptions INTERNSHIPS 2015**

	Unit	Job Description of the NOHA internship	No. of interns	
			16 June - 15 Sept	16 Sept - 15 Dec
1	A	<p>The Director of Directorate A in ECHO (Strategy, Policy and International Co-operation) is seeking an intern to deal with coordination tasks. He/she will be expected to coordinate briefings for meetings, conferences and other strategic policy events of relevance to Directorate A. He/she will also be expected to liaise and follow-up with external interlocutors. The intern will ensure coordination and monitoring of tasks related to the full portfolio of Directorate A, ie. policy, strategy and outreach opportunities with respect to both humanitarian aid and civil protection, including interinstitutional and political/legal aspects.</p> <p>This internship will offer an excellent overview of the work of all 5 units which compose the Directorate as well as providing unique insight into cross-cutting work and synergies between civil protection and humanitarian policies and operations, including interaction with the field network. It also allows for cooperation opportunities with other (external and internal) DGs of relevance to Directorate A and external organisations involved in humanitarian assistance, civil protection and disaster risk management in general. Excellent English is essential with working knowledge of French and German an advantage.</p>	1	1
2	A/2	<p>Assist with tasks in support of the implementation of ECHO's communication strategy. Assist with communication actions and campaigns, including those with ECHO's humanitarian partners. Help with planning communication activities in coordination with the spokesperson's service and cabinet. Drafting press releases and texts for publication on ECHO and Commissioner's website. Support ECHO's social media and digital communications team. Language: fluent English; good French an asset.</p>	1	1
3	A/4	<p>Provide support to the different policy officers in efficiently implementing, measuring and communicating ECHO's policies in the areas of Nutrition, Gender, Resilience, Disaster Risk Reduction and Protection. Language: fluent English; good French an asset.</p>	1	1

<b>4</b>	B/1	We would welcome a NOHA intern for the following tasks: - (1) - to provide administrative and logistical support to the Emergency Response Coordination Centre (ERCC) and assist the unit during the emergency operations, in particular in the case of forest fires; - (2) - to assist in the general management of the ERCC activities (situation assessment, policy analysis, briefings etc.); - (3) - to gather, compile and analyse the lessons learned of previous EU civil protection operations and establish an inventory of existing sources of information related to disasters. Excellent English is essential with working knowledge of French a distinct advantage.	<b>1</b>	<b>1</b>
<b>5</b>	B/2	Essentially the intern will do the kind of work undertaken by a Desk Officer in relation to one of the countries covered by B2, under the close supervision of a Desk Officer: evaluation of proposals and reports, preparation of liquidations, contracts and modifications, liaison with partners, etc. The responsibility given to the intern depends to a large extent on his/her ability and motivation. There is a very friendly working environment in the unit and most interns find working here a very positive experience. Ability to work in English is essential. Ability to work in French would also be a big advantage, as we cover a number of French-speaking countries.	<b>2</b>	<b>2</b>
<b>6</b>	B/3	Assistant desk officer position, with full integration into the unit, under the supervision of a desk officer. Contract management of ECHO projects, humanitarian situation analysis, attendance of internal meetings as well as meetings with partners, EU member states etc. Ability to work in English or French (with at least passive knowledge of the other language) necessary.	<b>1</b>	<b>1</b>
<b>7</b>	B/4	The intern will be involved in large variety of tasks under the guidance of desk officers, in a unit covering the Middle-East and North-Africa, European Neighbourhood, Western and Central Asia to work on ECHO's operational activities, including: contract management, follow-up of intermediate and final reports of ECHO partners; assistance in the conceptual analysis of the humanitarian situation in relation to the activities of ECHO, UN agencies and other donor agencies (including data compilation for tables, maps, reports etc.); correspondence with ECHO partners and field Technical Assistants; attendance at meetings such as Council working groups, EP Committees, meetings with partners and other meetings related to the countries covered, with subsequent reporting to ECHO headquarters; attendance at unit meetings and internal ECHO working groups. The working language is English, knowledge of French language is considered an asset. Since the unit has 3 teams, B4 has the capacity to supervise 2 NOHA interns simultaneously.	<b>2</b>	<b>2</b>
<b>8</b>	B/5	The intern will be asked to be an assistant desk officer, carrying out the tasks of a geographic desk officer under the supervision of a desk officer/team leader. This includes, for instance, assessment of proposals and reports as well as the preparation of liquidations and grant agreements. It also includes following humanitarian developments in the country covered and attendance of meetings (e.g. with partners), with overall full participation in the Unit. Fluent knowledge of English is required.	<b>1</b>	<b>1</b>

9	C/1	<p>The NOHA intern will support the Security Team of ECHO by undertaking the following tasks: dissemination of security information and documentation; updating of security policy documentation; updating of specific security plans and Standard Operating Procedure for the DG ECHO field offices; production of specific security notices and documents; participation in security meetings within DG ECHO; assist in the provision of security clearances for missions; participation in meetings with EEAS and HR.DS; assist in pre-departure security briefings.</p>	1	1
10	Del Gva	<p>Under the direct responsibility of the Head of the Humanitarian and Migration section at the EU Delegation in Geneva, the main tasks are the following:</p> <ul style="list-style-type: none"> <li>• Following key dossiers in the multilateral humanitarian field, especially focussed on humanitarian leadership and coordination, inter-agency cooperation, policy and operational guidelines. Follow discussions in the context of the Inter Agency Standing Committee and within UN agencies, the Red Cross Movement and international NGO consortiums;</li> <li>• Doing substantive research and follow-up on humanitarian issues, such as principled humanitarian response; humanitarian access; civil-military coordination; needs assessment and evaluation of humanitarian action etc.</li> <li>• Substantive preparation of UN agency, ICRC/IFRC, IOM (humanitarian), Humanitarian Liaison Working Group meetings, including briefings on humanitarian crises;</li> <li>• Attending other relevant humanitarian meetings such as Good Humanitarian Donorship, OCHA Donor Support Group, as well as European Union (EU) exchange of views meetings;</li> <li>• Drafting concise reports on these meetings;</li> <li>• Providing background information, upon request;</li> <li>• Supporting visits from Brussels Headquarters and the organisation of workshops and liaising where appropriate with humanitarian experts in Geneva based agencies.</li> </ul>	1	1

**Annex 2 POST SELECTION FORM**

<b>Student name (SURNAME, name)</b>	<b>Student number</b>	<b>Student contact details (email)</b>	<b>Choice of ECHO Unit for internship (the student must select three from the list and rank them in order of preference)</b>
1.			1.
			2.
			3.