

**HAP International is looking for a Research and Communication Intern
for a 3 to 6 month period**

HAP International is offering a unique opportunity to a motivated individual interested in a career in international development to join our team in Geneva as a Research and Communication Intern. We are looking for an ambitious self-starter with a passionate commitment to improving accountability, interested in deepening their analytical and organisational skills.

The intern will work closely with colleagues in support of HAP's research and communication activities. The role will suit an individual looking for an entry-level position with real responsibility and exposure to global programme work.

Key responsibilities

The role will offer opportunities to undertake a mixture of research and communication activities, depending on the background and interest of the most suitable candidate. Tasks will be matched to individual competencies, with the opportunity for taking on increasing responsibilities during the duration of the internship.

Main research tasks may include but are not limited to:

- Collecting, analysing, and reporting on current developments in accountability and quality assurance in the aid sector
- Liaising with member agencies, preparing or facilitating the preparation of good practice case studies on quality programming and accountability
- Identifying relevant academic institutions to actively promote research topics relevant to HAP's mission and vision
- Providing assistance in the last phase of the HAP 2007 Standard Review
- Contributing to the planning and data collection for the HAP 2010 Humanitarian Accountability Report
- Undertaking secondary research on topics relevant to HAP's mission and vision and contributing to primary research, including on donor policies in support of accountability and quality assurance
- Updating HAP's resource library and preparing an updated literature review
- Contributing to the planning of and reporting on research meetings

Main communication responsibilities may include but are not limited to:

- Contributing content and providing editorial support in the preparation of HAP's quarterly electronic newsletter
- Preparing regular news alerts for the HAP website
- Liaising with web-page managers and facilitating timely online dissemination of key developments in the Secretariat or members' activities
- Maintaining and further developing the HAP contacts databases
- Contributing to organising and publicising HAP events

The intern will also provide support in various cross-team tasks, including taking minutes from meetings and ensuring their dissemination.

The ideal candidate has:

- A graduate degree (completed or in course of completion) and an understanding of recent debates on aid effectiveness, programme quality and accountability, self-regulation in the non-profit sector or other relevant topics;
- Experience conducting primary or secondary research, and preparing short papers or reports to present research findings;
- Experience of conducting research interviews;
- Competence in the integrated use of a variety of general office computer software;
- Experience in web communications and in using content management systems (CMS);
- Excellent command of English and a good working knowledge of French or another language of wide circulation;
- The ability to work independently with minimal supervision in a small diverse team;
- Strong administrative skills, attention to detail and ability to deliver multiple tasks on a tight timeframe;
- Commitment to HAP's mission and vision.

Terms and conditions

The internship is opened to Swiss or EU candidates only, given that the Secretariat is not in a position to secure a permit for short assignments.

Interns will be working between three and five days a week at the HAP Secretariat office in Geneva. We will also seek flexible arrangements that allow a practical combination of the internship with other commitments.

Unfortunately the HAP Secretariat is not in a position to offer any financial remuneration to interns. On a discretionary basis the HAP Secretariat may reimburse daily local transportation and lunch expenses.

The internship is based at HAP's office in Geneva. For more details on the HAP Secretariat, including its location, please visit <http://www.hapinternational.org>.

Application

To apply, send a CV and covering letter no longer than 700 words, highlighting relevant experience and why you are the ideal candidate for this post, to Lieske Pott Hofstede at eph@hapinternational.org **no later than 1 July 2010**.

Interviews are tentatively scheduled during the week of 5 July 2010.