



Internship under the Government Partnerships Division at WFP Berlin Office

Organizational Context

The UN World Food Programme (WFP) is the leading humanitarian organization fighting hunger worldwide, assisting 80 million people in about 80 countries each year, delivering food assistance in emergencies and working with communities to improve nutrition, build resilience and support sustainable agriculture.

The WFP Berlin Office

An internship at WFP is a great opportunity to acquire practical work experience while contributing to the goal of reaching Zero Hunger. Interns at WFP Berlin gain profound insight into highly relevant political processes in the UN and in government entities. The seven-month assignment allows gaining a deep understanding of how humanitarian assistance in emergency contexts is implemented and how it is interconnected with long-term development cooperation. As WFP is solely financed through voluntary contributions and Germany currently is the second largest bilateral government donor, the work of the WFP Berlin office is critical for the organisation. An internship provides the opportunity to comprehend how partnerships are being built and maintained and how government funding is being negotiated.

The role

We are currently seeking to fill an internship position under the WFP **Government Partnerships Division** in the WFP Berlin Office. The position will be based in Berlin, Germany. The Internship will be for a period of **7 months starting from end January 2018**.

ARE YOU UP TO THE CHALLENGE?

To learn more about what a career at WFP could be like, have a look at this [Interview](#).

Key Accountabilities

- Reviewing WFP project proposals for Germany and Austria as donors, in close exchange with colleagues from WFP Regional Bureaus and Country Offices
- Preparation of briefing documents, presentations and short biographies for meetings and conferences with donor counterparts and other organisations
- Updating of contribution tables and graphs using relevant data
- Informing donor counterparts on developments of WFP operations
- Drafting of emails and thank you letters for contributions from Germany, Austria and Liechtenstein to WFP
- Participation in and representation of WFP at select public events
- Taking notes for the record during internal and external meetings and events
- Translating documents from German to English and vice versa
- Preparing media clippings regarding government partnerships issues and WFP internal weekly highlights, covering developments relevant to the WFP Berlin Office
- Performing other related duties as required

Standard minimum qualifications required

- Currently enrolled inclusive of having completed at least two years of undergraduate studies **OR** have recently graduated in the last 6 months in Political, Social or related studies
- University Course attendance in the past 12 months
- Proficiency in MS Office (Word, Excel, Power Point)
- Excellent communication skills (written and oral) in German and English
- Second UN language would be an asset

Terms and conditions

- Interns receive a monthly stipend from WFP up to the amount of US\$1000 per month depending on the duty station of assignment. The current amount for Berlin is around US\$800
- WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related.

Deadline for applications: 30 November 2017

REF: 70231

Please apply online via <http://de.wfp.org/praktikum>. Once registered, please upload your CV and Cover letter in English **and** German.

If you have any questions, do not hesitate to contact wfp.berlin@wfp.org.

Female applicants and qualified applicants from developing countries are especially encouraged to apply.

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.

Fighting Hunger Worldwide

www.wfp.org