

Position	Intern
Organisation	ECHO/unit D4/sector: Expert Management team or Office Management team
Location	rue de la Loi 86, 1040 Brussels
Period	1 September 2018 – 31 January 2019
Deadline	24 November 2017
Background (<i>information about the organisation/unit/sector</i>)	The main objective of the unit D4 is to manage and increase the efficiency and effectiveness of the field network composed of some 450 persons located in approximately 40 countries, by ensuring sound management of DG ECHO's field staff (including implementing a pro-active human resources policy of the experts and National Staff, recruitments, rotation, evaluation end of contracts etc.), assets and offices, including guidelines and tools for offices management and logistics and the day to day financial, accounting and administrative management, and responsiveness of field network set-up to the operational priorities. The unit is coordinating with EU Delegations, and related EEAS services, for the opening/closing of offices, co-location, and status related issues. The unit manages the funds allocated for the running of the field network. It acts as the secretariat for the Field Network Steering Committee, chaired by the Director General of DG ECHO
Objective (<i>summary of the position</i>)	Acquire knowledge of the functioning and management of DG ECHO Field network (human resources, financial and administrative management of field offices)
Tasks and responsibilities	The tasks will cover, inter alia, the follow up of budget implementation; ex-ante authorisation of expenditures; contract management (employment contracts, lease contracts for offices and accommodations, maintenance contracts); participation in procurement and tendering procedures (drafting of specifications, etc.). Any other analysis, study, including the use of IT tools (Excel, etc) may be requested on an ad hoc basis.
Organisational structure (<i>e.g. reporting to...</i>)	The internee will report to the team leader of the sector he/she is assigned to and ultimately to the Head of unit D4.
Candidate profile & qualifications + languages	Experience in humanitarian organizations (HQs and/or field offices); experience in human resources management and/or experience in financial and administrative management of offices; knowledge of humanitarian aid environments. Knowledge of European institutions functioning is an asset.

	Required: English and French
Benefits (e.g. compensation, lunch tickets, travel allowance, accommodation)	NA
How to apply (e.g. specify if documents other than CV and motivation letter are requested)	CV + motivation letter

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