

## Internship Vacancy at the Hague Academy



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| <u>Function:</u>             | Intern  |
| <u>Location:</u>             | The Hague, Netherlands                                      |
| <u>Duration:</u>             | Full-time, from either:<br>01 August 2022 – 31 January 2023 |
| <u>Application deadline:</u> | 27 May 2022 at 23h59  |
| <u>Interviews:</u>           | The week of 6 June 2022                                     |
| <u>Start date:</u>           | 01 August (or 15 August) 2022                               |

### About the internship

Would you like to gain work experience with an NGO that is committed to development at the local level worldwide? Are you looking for an internship where you can work in a multicultural environment with people from different backgrounds? Do you have an eye for detail and excellent communication skills? Then an internship at The Hague Academy is the perfect fit for you! As an intern at our organisation, you work with different teams to prepare and implement training programmes on topics related to local governance. You become an indispensable part of our team and you get a good insight into the work of an international NGO. Curious? Read about the duties and responsibilities as well as the profile we are looking for.

***“I can confidently say that my internship at The Hague Academy helped me to develop as a person and as a future professional in the development world. The cultural diversity of the staff and the participants in the training courses, made my time at The Hague Academy a culturally rich experience.”*** – Haitham (intern, 2020)

### About the Hague Academy for Local Governance

The Hague Academy for Local Governance is a young, international non-profit organisation that develops practice-oriented training with the aim of strengthening good local governance, public services, and socio-economic development all over the world. We are based in The Hague and currently active in countries in the Western Balkans and Eastern Europe, the Middle East and North Africa (MENA region), Central and West Africa and Central Asia. The courses are offered in different formats: face-to-face, online and blended.

Our “tailor-made training programmes” are designed to match the context of specific countries or organisations. These are normally funded by donor and development organisations such as the Ministry of Foreign Affairs, the EU, World Bank, USAID, and various UN agencies. Our annual “open training courses” take place at our offices in The Hague. The participants of the open training courses come from all over the world and typically work for international organisations, NGO’s and government.

The Hague Academy collaborates with a wide network of research institutes, universities, development organisations, civil society organisations, ministries, and local authorities from all over the world. Through this collaboration, we can organise training programmes that cover the most recent theories, practical examples, and insights from various regional contexts.

## Vacancy

The Hague Academy for Local Governance is currently looking for **two interns**.

The intern's main duties are supporting the training teams in preparing and implementing trainings. Interns may also be asked to support the back office at The Hague Academy in terms of communication, scholarships and other organisational tasks.

### **Duties and responsibilities:**

- Assisting in the management and implementation of online and in-person training programmes;
- Assisting facilitators during live exchange sessions with the participants;
- Supporting in the development and improvement of training materials;
- Management of the online training platform, monitoring the activities and progress of the participants during the trainings;
- Processing the evaluations of training courses;
- Assisting in the writing and reviewing of organisational reports;
- Supporting the communication and acquisition teams, including writing articles for the newsletter;
- Supporting in the selection process of candidates for scholarships;
- Assisting on general internal administrative tasks.

### **Requirements and Skills:**

- WO / HBO level (University or Applied Sciences level);
- Good command of the English language;
- Strong preference for candidates with good command of the Dutch and/or French language;
- Flexible attitude and team player;
- Strong attention to details;
- Good communication and social skills to work in a multicultural environment;
- Proven organisational skills and the ability to work independently and from a distance;
- International students need to prove that they have permission to work in the Netherlands for the duration of the internship.

### **What we offer:**

- An immersive work experience in an international and dynamic environment;
- Internship allowance of 500 Euro per month net;
- Opportunity to participate in our international training courses in the field of local governance;
- An ambitious and enthusiastic team;
- A great network of experts and local administrators from all over the world;
- Strong individual guidance through assigned supervisors that supports you in achieving your personal learning goals.

***“My internship has been a great learning experience and I have gained valuable insights. The team was very welcoming, they listened to my ideas and responded to my needs and learning goals. The variety of tasks and responsibilities allowed me to discover my own interests and strengths, even in times of COVID-19.” – Astrid van Egmond (intern, 2021)***

### **Interested to apply?**

You can apply through the following link:

<https://the-hague-academy-for-local-governance.homerun.co/internship-3/en>

For more information about the vacancy, please contact Programme Manager Job van der Poel at +31 (0)6 13 80 61 53.

The Hague Academy offers equal opportunities. All candidates will be treated equally during recruitment and selection procedures and no distinction will be made based on race, religion, belief, political affiliation, nationality, sexual orientation, sex, ability and marital status.