

Internship Vacancy at the Hague Academy



<u>Function:</u>	Intern
<u>Location:</u>	The Hague, Netherlands
<u>Duration:</u>	Full-time, from: 01 February 2023 – 31 July 2023
<u>Application deadline:</u>	31 October 2022 at 23h59
<u>Interviews:</u>	The week of 7 November 2022
<u>Start date:</u>	01 February 2023

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.

"The best part about the internship is getting to meet accomplished and inspiring experts and professionals in local governance. The team at the Hague Academy has also offered me great support to reach my aspirations and has encouraged me to go the extra mile and challenge myself. It helped me immensely in growing as a professional!" – Sina (intern, 2022)

About the Hague Academy for Local Governance

The Hague Academy for Local Governance is a young, international non-profit organisation that develops practice-oriented trainings 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 Europe, the Middle East and North Africa (MENA region), Central and West Africa and 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 **three interns**.

The intern's main duties are supporting the training teams in preparing and implementing trainings. Interns also support the back office at The Hague Academy in terms of communication, scholarships selection 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
- Public transport allowance in consultation
- 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.” –

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-2>

For more information about the vacancy, please contact **Job van der Poel**, Programme Manager.

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.