

Internship Vacancy at the Hague Academy



<u>Function:</u>	Intern
<u>Location:</u>	The Hague
<u>Duration:</u>	Full-time, from 1 February 2021 to 31 July 2021
<u>Application deadline:</u>	29 November 2020 at 23h59
<u>Interviews:</u>	The week of 7 December 2020
<u>Start date:</u>	1 February 2020

“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 both the staff and the participants in the training courses, made my time at the academy a culturally rich experience.”

– Haitham. Intern, Spring 2020

Would you like to gain work experience with an NGO that is committed to development at a local level on different continents? Are you looking for an internship where you can work in a multicultural environment with people from around the globe? 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. As an intern you are an indispensable part of our team and you get a good insight into the work of an international NGO. Curious? Read more about our organisation and the role and responsibilities of the interns.

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 currently active in countries in the Western Balkans and Eastern Europe, the Middle East and North Africa, Central and West Africa and Central Asia. When the situation allows, the training courses are organised in the Netherlands, abroad and online. Due to the Corona pandemic, all training activities are currently being conducted online. We hope to welcome international groups in The Hague soon, but it is not possible to predict when face-to-face training will be possible again.

Our offices are in The Hague. Due to the pandemic, we all work from home until the situation improves. Extra support will be offered to new colleagues to help them get familiar with the organisation, our colleagues and the tasks and responsibilities.

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.

The training courses are partly funded by donor and development organisations such as the Ministry of Foreign Affairs, the EU, World Bank, USAID, and various UN agencies. Next to tailor-made training programmes for specific countries or organisations, The Hague Academy organises annual "open training courses". For these open training courses, participants can receive a scholarship or find sponsors themselves. The participants of the open training courses come from all over the world.

“Even in times of Covid-19 my internship at The Hague Academy allowed me to gain relevant working experience. By assisting in the different online trainings, I learn a lot about different governance related topics but also about how to set up a strong training.”

– Willeke. Intern, Fall 2020.

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, assisting in training documentation, and supporting the office managers at The Hague Academy.

Duties and responsibilities:

- Assisting in the management, development and implementation of training programmes;
- Managing the online training platform and monitoring participant progress;
- Editing videos and other training materials;
- Being point of contact for all kinds of questions from the international training participants;
- Processing the evaluations of training courses;
- Assisting in the writing and reviewing of organisational reports;
- Partially managing the general mailbox of The Hague Academy;
- Writing articles for the newsletter and managing social media;
- Keeping the organisation's database of participants, contact and projects up to date;
- Conducting research for acquisition opportunities;
- Supporting in the selection process of candidates for a scholarship.

Requirements and Skills:

- WO / HBO level;
- Good command of the English language;
- One vacancy is for a candidate who has a good command of the Dutch language;
- One vacancy is for a candidate who has a good command of the French language;
- Flexible attitude and team player;
- 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 are eligible for these internship positions if they can prove that they have permission to work in the Netherlands.

What we offer:

- A diverse work experience in an international and dynamic environment;
- Internship allowance of 500 Euro per month (net, full time);
- 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.

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, and marital status.

How to apply?

Send your CV and motivation letter to recruitment@thehagueacademy.com stating: 1st half of 2021 internship. For more information about the vacancy, please contact programme manager Koen Rozemeijer at 06-82653783.