

## Join the International programmes team of SOS Children's Villages Belgium and become our next intern!

SOS Children's Villages Belgium is a Belgian NGO active in the field of children's rights in Belgium and in the world. SOS Children's Villages is concerned about all children, particularly those at risk of losing parental care and those who have lost parental care.

The **international programmes team** currently supports programmes in Senegal, DRC, Burundi and Togo. These programmes are managed by International Programme Coordinators. As part of our team, you will intervene in support to programme management and benefit from close supervision and coaching from the programme coordinators.

Our team works closely with the **Quality & Advocacy team**. Therefore, it is expected that the intern also contributes, when needed, to the support in these areas.

### What will your tasks be?

- Submission of new projects: you participate in the writing of new project proposals to be submitted to various institutional donors. You contribute to the elaboration of the project narrative, the logframe and the budget
- Follow-up of ongoing programmes:
  - Analysis of narrative reports: you contribute to the analysis of reports received from implementing partners, you highlight achievements or points of concern and you ask for clarifications
  - Preparation of interim and final reports: you support the programme coordinator in the preparation of interim and final reports to be submitted to institutional donors
  - Analysis of financial reports: you contribute to the analysis of financial reports and you help check corresponding supporting documents received
- Programme capitalization and good practices: you support the elaboration of programme documents compiling lessons learned and good practices developed during programme implementation
- Communication: you help develop communication tools about the ongoing programmes for various categories of audiences (institutional/corporate/major donors) in order to contribute to the fundraising effort
- Results-Based Management (RBM): you become familiar with the RBM approach and you assist in adapting the material so that it can fit the needs/context of the national projects

### What are we looking for?

- You are a student or a graduate in political sciences/sociology/education/human sciences or other relevant diploma;
- You have an interest in international projects;

1

- You have an interest in children's rights;
- You are familiar with project management (project cycle). Experience abroad and/or in the NGO sector is a plus;
- You have a good command of both oral and written French and English. Knowledge of Dutch is a plus;
- You have basic computer skills and are familiar with Word, Excel and PowerPoint;
- You are flexible and willing to provide support to the different teams;
- You are willing to commit yourself for a **minimum of 3 months**, starting as soon as possible;
- You want to do your best and you are motivated to learn what you have not yet mastered.

### What can we offer?

- An exciting internship in a motivated team;
- The opportunity to develop your skills;
- Responsibility: you can get involved in your work from your first day on the job;
- Compensation for food and transport;
- Work in our office in Brussels (Saint-Gilles).

Send your CV and covering letter to [marie.bolis@sos-villages-enfants.be](mailto:marie.bolis@sos-villages-enfants.be). Don't forget to mention the period you are available.

See you soon!

