



Internship, Administration/Finance Berlin, Germany

The World Food Programme is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill an internship position under the **Head of WFP Berlin**. The position will be based in **Berlin/ Germany**. The Internship will be for a period of **6 months** starting from **end-January 2017**.

Description

The selected candidate will be assisting the **Finance/ Administration Division** with the following key duties:

- Assist with insuring regular financial reports to Management;
- Assist in data entry for receivables and payables;
- Work with WFP Procurement, execute procedures for contracting goods and services from external vendors;
- Assist in flowcharting of business processes;
- Assist in preparation of training material for workshops/ meetings;
- Assist in preparation of high-level events/ workshops;
- Perform other related duties for the Finance/ Administration Section as required.

Essential Requirements

- Currently enrolled or recently graduated (less than 12 months ago) from a University degree, preferably in international business administration, or related studies;
- Completed at least two years of undergraduate study;
- Attended courses in the last 12 months (transcripts of records or diploma required);
- Proficiency in MS Office (Word, Excel, Power Point);
- **Excellent communication skills (written and oral) in German and English required;** second UN language would be an asset.

Terms and Conditions

- Interns receive a monthly stipend from WFP up to the amount of US\$700 per month;
- WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related.

Send your application (one-page motivation letter in German and English, Curriculum Vitae, Transcripts of Records, and contact details for two references) as one document by email to Silvia Kollitz, WFP.Berlin@wfp.org.

Deadline for applications: 08 November 2016

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.

Fighting Hunger Worldwide