

## Internship in the TI-S Governance, Accountability and Learning Team

Transparency International (TI) is the global civil society organisation leading the fight against corruption. In collaboration with more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business and civil society to develop and implement effective measures to tackle it.

The Governance, Accountability and Learning team is responsible for the internal governance of the global organisation at the Transparency International Secretariat (TI-S) and it facilitates the development of and helps ensure a strong, integer and relevant TI Movement that fulfils its mission efficiently and in full abidance with the values that it promotes, and in respect of the diversity and high independence of its constituents.

**Main function:** To assist the Governance, Accountability and Learning team in the logistical preparation and implementation of the Board of Directors meeting in May 2017.  
**Starting date:** As soon as possible (no later than 10 April 2017)  
**Duration:** Three months  
**Work hours:** Full-time (Monday to Friday; 40 hours per week)  
**Team:** Governance, Accountability and Learning  
**Remuneration:** EUR 450 per month  
**Location:** Berlin, Germany

### Key tasks:

- Logistical and administrative assistance for the preparation and implementation of the Board of Directors meeting in May 2017
- Assistance in correspondence with and coordination of TI Board Committees (scheduling and organising of teleconferences, taking of minutes)
- Overall support of the Governance, Accountability and Learning team's work

### Knowledge, experience, interests and skills:

- Enrolled student with a special interest in international organisations
- First experience in an office environment and in organisation of conferences, meetings, and events a strong advantage
- Business fluency in English required; working proficiency of German (written and spoken) an advantage
- Solid computer skills (incl. e-mail, MS Excel, MS Word) and ability to learn quickly the use of software solutions/programmes
- Ability to work under pressure and towards tight deadlines essential

### How to apply

To apply for this internship please send a maximum one-page cover letter and a maximum two-page CV in English, preferably by email, to Felicia Amina Fall, Accreditation Coordinator:

[GovernanceInternship@transparency.org](mailto:GovernanceInternship@transparency.org)

**The closing date for applications is Wednesday, 29 March 2017.**

Candidates must be enrolled at a university during the entire period of the internship.

Kindly note that a valid work permit for Germany is required and that interns must take out their own health insurance before starting the internship. Persons already registered as residents in Germany must submit a Tax Identification Number. Proof of enrolment must be provided irrespective of the type of internship pursued (mandatory or non-mandatory internship).

We thank all applicants for their interest in this internship. Please note that only short-listed candidates will be contacted, no later than Friday, 31 March 2017. Due to the very high volume of applications received it is unfortunately not possible to provide individualised feedback.

To learn more about Transparency International visit our website at [www.transparency.org](http://www.transparency.org).