

## Internship in the Governance Unit

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through 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 Unit 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:** Assisting the Governance Unit with TI's internal governance issues including the accreditation process  
**Starting date:** 1 May 2016  
**Duration:** 3 months  
**Department:** Governance Unit  
**Remuneration:** EUR 450 per month  
**Location:** Berlin, Germany

### Key tasks:

- Assist in the implementation of assessment tools for accreditation
- Support logistical preparations ahead of meetings of the TI Board of Directors and Membership Accreditation Committee (scheduled to take place at the beginning of June 2016 in Berlin)
- Assist the Unit work in maintaining TI's internal governance as well as optimisations in the implementation of the accreditation process
- Assistance in the correspondence with TI partners throughout the world

### Knowledge, experience and skills:

- Enrolled student ideally in IT, marketing and/or other relevant fields
- Experience in database development and in automated processing of evaluation questionnaires (e.g. for marketing or other survey purposes)
- Good knowledge of internet-based networking solutions
- Solid computer skills (e-mail, MS Word, MS Excel, MS Access)
- Business fluency in English essential; additional language skills, in particular German, an advantage
- Strong organizational skills and ability to effectively manage priorities; prior office experience an advantage

### 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 (in one pdf file), to Inken Seltmann, Governance and Accreditation Officer:

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

**The closing date for applications is 10 March 2016.**

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 new Tax Identification Number. Proof of enrollment must be provided covering the entire period of the internship.

We thank all applicants for their interest in this internship. Please note that only short-listed candidates will be contacted and that due to the very high volume of applications received it is unfortunately not possible to provide individualized feedback.

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