

## Internship in the TI-S Governance & Accreditation 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 & Accreditation 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:** To assist the Governance & Accreditation Unit in the preparation and implementation of TI's international Annual Membership Meeting.  
**Starting date:** Late September 2016  
**Duration:** Three months; full time (Monday to Friday)  
**Team:** Governance & Accreditation Unit; Governance, Accountability & Learning  
**Remuneration:** EUR 450 per month  
**Location:** Berlin, Germany

### Key tasks:

- Logistical and administrative assistance for the preparation and implementation of TI's international Annual Membership Meeting (scheduled to take place in end-November 2016 in Panama City, Panama)
- Assistance in correspondence with and coordination of TI partners throughout the world
- Overall support of the Governance & Accreditation Unit'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 Spanish (written and spoken) desired
- 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
- German language proficiency 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, to Kathrin Decker, Governance Officer:

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

**The closing date for applications is Sunday, 7 August 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 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, 12 August 2016. 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).