

JOB DESCRIPTION

Position Title:	Intern
Duration:	Two months (ideally 15 August, 2011 – 15 October, 2011), with possibility of extension as student research assistant
Location:	Berlin, Germany
% Time:	Full time

Background

SEEK Development is a growing consulting group dedicated to supporting and shaping human development globally. SEEK Development provides specialized support to leading institutions in global development in the areas of strategy and policy, evaluation and knowledge creation (for more information, please visit <http://seekdevelopment.org>).

The internship provides an excellent opportunity to gain experience in policy consulting and analytical tools and skills. The Intern will be part of a team of highly dedicated, qualified consultants who will coach and provide feedback to support a steep learning curve. The Intern will work on a real client project and will be responsible for a specific thematic area. A stipend will be provided for the period of the internship. There is the prospect of extending the internship to a student research assistant position in case of high performance.

Position overview and responsibilities

The Intern will contribute to the development of an open access, online platform that will offer consolidated, real-time and historical information on the largest European donors' global development policy strategies, financing and legislation. It also offers independent analysis and commentary on governmental and parliamentary initiatives and political developments.

Specifically, the Intern will:

- Conduct background research for a donor profile for an agreed country
- Support the updating of the policy and budget tracker for Germany
- Support analysis of data from the OECD DAC database and other information sources
- Provide research support on other projects as needed
- Assist in team management, office organization and logistics
- Support work planning and preparation of meetings

Requirements

- Master student in social sciences, economics, public health or a related field
- Understanding of current global development issues; knowledge of public health and/or rural development issues desired
- Solid research and analytic skills, including data analysis
- Organizational talent
- Team player, can-do attitude
- Strong writing skills
- Fluency in **written and oral** English, second language is beneficial

To apply

Please send resume and cover letter to Sabine Campe at info@seekdevelopment.org by 1 August 2011.