



Handicap International is seeking an Institutional Funding Trainee (Belgium)

Location: BELGIUM (Brussels)

Type of contract: Curriculum Internship (as part of a degree) or Convention Immersion Professionnelle – CIP. Check eligibility conditions here:

<https://www.actiris.brussels/fr/citoyens/convention-d-immersion-professionnelle/>

Starting date: August 2023

Duration: 5 months

Deadline for applications: 11/06/2023

Humanity & Inclusion/ Handicap International is an international NGO working in situations of poverty and exclusion, conflict and disaster. We work tirelessly alongside disabled and vulnerable people to help meet their basic needs, improve their living conditions and promote respect for their dignity and fundamental rights. Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

We currently work in **60 countries** with an overall budget of 221 **million EUR** and employ **3,000 people**. Our headquarters are located in Lyon and **Brussels**.

HI is engaged in an employment policy in favour of **disabled workers**.

CONTEXT:

In order to implement its development and humanitarian activities in its countries of interventions, HI mobilizes funding from a large range of institutional partners.

As an Institutional Funding Trainee, you will join the Institutional Funding North Europe team (FINE) at Humanity & Inclusion office in Brussels. This team mobilises funding from a portfolio of donors' accounts that includes the EU (mainly ECHO, INTPA, EEAS, NEAR and FPI), the Nordic countries (Norway, Sweden, Finland, Denmark) and the Benelux countries (Belgium, Luxembourg, The Netherlands).

You will work under the supervision of the EU Institutional Partnerships Senior Officer, and in close collaboration with the other members of the FINE team, Institutional Partnership Senior Officers and Officers. Throughout the traineeship, you will be given an opportunity to experiment varied tasks and be given regular feedback on your performance to help you grow.



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Main learning objectives:

You will be able to strengthen your understanding of international cooperation for development, international partnerships and humanitarian action.

You will be able to improve your knowledge and skills in communication as well as your organizational and analysis skills.

You will be able to gain an understanding of the ways of working of a dynamic INGO, in an international, multicultural environment.

YOUR OBJECTIVES:

Objective 1: Support to donor management

Main tasks:

- Support lessons learning exercises
- Monitor the publication of calls for proposals and other funding opportunities (for example Belgian donors) and investigate specific donor guidance such as thematic policies, etc.

Objective 2: Support to programmatic analysis

Main tasks:

- Carry out an analysis on the localisation trend and its effect on the North Europe & UE donors
- Carry out a mapping of the topics/ actors/ influence circles of Handicap International (for example in Belgium)
- Present these analyses to relevant HI's operational and technical staff.
- Carry out any other relevant analysis depending on the candidate's interests and on the team's needs.

Objective 3: Support the management of information and communication materials

Main tasks:

- In coordination with the respective team members, ensure the harmonisation of the FINE donors' space on HInside (collaborative intranet network for sharing information within HI).
- Feed relevant information in a user-friendly way to the above-mentioned space upon request.
- Create and update internal donor reference documents upon request
- Provide administrative support (official letters, copies of reports, emails, etc.)
- Ensure rigorous filing and verification of electronic archive folders



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Objective 4: Support the building and strengthening of training materials

Main tasks:

- Review training materials (e.g. PowerPoint presentations)
- Support the provision of training sessions (such as OPSYS – the new portal of the EU for project submission and follow-up) to all relevant HI staff in collaboration with the EU team.

CANDIDATE PROFILE (skills, knowledge & interests):

Master ongoing in the field of communication, and/or international cooperation, humanitarian affairs, social sciences (or any other relevant field)

A first volunteering experience is desired

Proficient user of Microsoft Office Package and communication tools

Fluent in English and French is mandatory, Dutch is desired and Spanish is a plus

Excellent synthesis, analysis and writing skills

Dynamic, self-organized and detail-oriented,

Comfortable working in a multicultural environment

Interest in humanitarian action and international cooperation and in HI's mandate

EMPLOYMENT CONDITIONS:

- Type of contract: CIP/Internship agreement with a school
- Working environment: HI office in Brussels, between 1 to 5 days

TO APPLY:

On-line applications only, accompanied by a CV and covering letter, via the following link: s.david@hi.org

For more information about the organization: www.hi.org

