



Project Assistant Volunteer Internship, Health Action International (HAI) Europe (Amsterdam office)

Duration: Minimum of three months starting end of February

Hours: Minimum of 32 hours per week (negotiable)

The successful applicant will:

- Acquire valuable experience of working in an international advocacy NGO
- Gain extensive exposure to the EU policy making environment
- Have the opportunity to carry out self-contained research in an area of their interest that is related to one of HAI Europe's policy priority.

Duties include:

- Assisting Project officer in project-related research/ EU policy research
- Assisting Communication officer in drafting and disseminating newsletters
- Maintaining databases and mailing lists
- Carrying out administrative duties relevant to HAI Europe's work
- Providing logistical support for the organisation of events (when relevant)

Essential skills and competencies:

- Excellent working knowledge of Microsoft Office and online research tools
- Fluent in English. Other European languages are an advantage
- Excellent organisational skills
- Flexibility and ability to handle multiple tasks independently
- Commitment to HAI's values regarding citizen-centered health policies

Desired experience

- Previous experience/knowledge of health policy, in particular medicine policy
- Previous experience/knowledge of health and related NGOs at the national and/or European level

Remuneration: 150E per calendar month. Please note: interns will be expected to make their own arrangements for travel to the Netherlands and accommodation.

Application: Please submit a cover letter (no more than 1 page) and an updated CV in English to Mrs. Rose de Groot: rose@haieurope.org. Applications will be reviewed on a rolling basis with the intention to fill the position by the end of February. Please do not resend your application if you have already applied for a volunteer internship with HAI Europe in 2011.

Please note: Applicants must have a student and/or work and/or residency permit for the Netherlands. Applications that do not meet with these specifications will not be considered.