

Vacancy

The Red Cross Red Crescent Climate Centre is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme-weather events on vulnerable people.

The Climate Centre consists of an enthusiastic team that guides a growing network of consultants from all over the world in integrating climate risks into their work. The Climate Centre works closely with the Netherlands Red Cross, the International Federation of Red Cross and Red Crescent Societies (IFRC) and the International Committee of the Red Cross (ICRC)

Due to a vacancy at the Climate Centre, we are immediately looking for a:

Intern, Operational, Admin and HR Support

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Position within the company:

Envisaged start date: As soon as possible for a period of 3 months (32-40 hours a week)

Job Description

Responsibilities/tasks

- General administrative support for the team
- Contract administration and on- and offboarding for staff in collaboration with responsible manager and coordinator
- Basic website and social media maintenance
- Support and coordinate travel bookings (flights, hotels, taxi's, visa support)
- Organize, coordinate, plan other international meetings & events
- Support recruitment efforts
- Draft, format, and proofread reports, correspondence, and meeting minutes
- Respond to internal and external inquiries professionally and promptly
- Assist in implementing business policies and procedures
- Monitor workflows and provide support to ensure operational efficiency

Requirements:

- Accurate, proactive
- Administration skills
- Excellent working knowledge of MS Office (Outlook, Word, Excel, Teams).
- Excellent level of English, both written and business conversation. Dutch is an asset.
- Strong organizational skills, able to manage multiple priorities simultaneously.
- Able to deliver excellent service to both internal and external stakeholders.
- High degree of independence with a proactive attitude and accuracy.
- Hands-on, team player and flexible

Education: The intern must be enrolled in a university program for the entire duration of the placement and have experience in Business/Public Administration and/or Human Resources.

Language: English, Dutch is an asset.

Location: The position is hybrid, with one day a week working from the office in The Hague

We offer:

The intern will receive compensation of Euros 450 per month based on a 40-hour work week.

How to apply:

We would like to receive your application, CV and cover letter (in English) addressed to Victoria Reina, HR officer at the Climate Centre sent to application@climatecentre.org with “Intern, Operational, Admin and HR Support” in the subject please.

If you have any questions about this vacancy, please send an email to hr@climatecentre.org.