

Vacancy

To support the Red Cross Red Crescent Climate Centre Human Resources team, we are looking for a

HR Intern

The Hague, 24 - 32 hours p/w

Duration in line with internship needs - minimum 3 months

Background

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 colleagues from all over the world in integrating climate risks into their work. The Climate Centre works closely with the Netherlands Red Cross and the International Federation of Red Cross and Red Crescent Societies (IFRC).

The intern will work from the Climate Centre office in The Hague (NL) on Wednesdays and remotely on all other days. The envisaged start date is February 2026. The two HR advisors, and the Business Support Officer will onboard and mentor you.

Job description:

- Maintain personnel records as per GDPR requirements
- Leave registration in Exact Online
- Assist the HR Advisor in contract administration
- Continue the existing Process Mapping project
- Ad hoc HR projects
- Serve as backup for the Business Support Officer: assist in staff travel arrangements, organizing local and global events, secretarial duties (meeting minutes, schedule planning), ect.

Requirements:

- The intern must be enrolled in a university or higher education (HBO) program for the entire duration of the placement.
- Based in the Netherlands; must already have a work and residency permit.
- Strong written and verbal communication skills in English is a must. Dutch is an asset.
- Excellent working knowledge of MS Office (Outlook, Word, Excel, Teams).
- Able to work with a diverse group of individuals in a virtual environment in a professional manner.
- Able to build and maintain positive, effective relationships with colleagues from various cultures.
- Strong organizational skills, able to manage multiple priorities simultaneously.
- Able to deliver excellent service to both internal and external stakeholders.
- Some degree of independence with a proactive attitude and accuracy.
- Hands-on, team player and flexible
- Continuous improvement mindset i.e. makes suggestions for improvements
- Be available to work from the office every Wednesday

We offer:

A flexible and people-oriented working environment with room for initiative and development. We offer an internship stipend of €360 per month, based on 32 hours.

How to apply:

Please apply only once, via either:

1. LinkedIn
2. Indeed

Application deadline is 2 January 2026 at 23.59 CET.

Kindly mention in your Motivational Letter your earliest possible start date and preferred internship duration. An interview will be part of the selection process.

We are an equal opportunity employer. If you require any additional support during your internship, please let us know during the interview process.

For more information about the work of the Red Cross Climate Centre, visit www.climatecentre.org

X: @RCClimate

Facebook: @climatecentre

LinkedIn: Red Cross Red Crescent Climate Centre

Acquisition as result of this vacancy is not appreciated