

The [Swiss Academy for Development \(SA4D\)](#), based in Biel / Bienne, is a Swiss not-for-profit organisation founded in 1991, operating internationally and in Switzerland. We use sport and play to promote children and young people's development and support them in becoming active and engaged members of their communities. With our projects, we contribute to the United Nation's Sustainable Development Goals (SDGs), focusing on the areas of health, education, employment, as well as integration and environment.

From 1 April 2024 (or as agreed) for a period of 6 months (or as agreed) we are looking for:

INTERN IN INTERNATIONAL DEVELOPMENT (80-100% OR AS AGREED)

YOUR TASKS

Activities and duties will be defined in more detail depending on work requirements and on the background and skills of the candidate. They may include some of the following:

- Provide day-to-day, dedicated support for a project in Africa, focusing on the topics of sexual and reproductive health and rights of girls and young women, and agroecology.
- Take on individual tasks related to the management of other projects, monitoring, evaluation and learning, communication, and fundraising.
- Support the development, review, categorisation, and update of training manuals, research publications, internal guidelines and policy documents, as agreed with and supervised by either the responsible Project Officer/Manager or the Executive Director.

WHAT WE ARE LOOKING FOR

- Master's degree (completed or in process of completion) in social sciences, agricultural sciences, education, economics or fields related to development cooperation and to sport and play-based methods.
- An unusual level of enthusiasm; a passion for development cooperation.
- Fluent in English (main working language); fluency or advanced level in German and other languages is an advantage.
- Experience in international development and cooperation, in particular in an African context, is an advantage.
- Knowledge of and experience in project management, MEL (Monitoring, Evaluation, Learning), communication or fundraising is an advantage.
- A track record of a meticulous and detail-oriented approach to work.
- Ability to work proactively and creatively, in a team and independently, as well as in a multicultural environment.

WHAT WE OFFER

- Relevant professional experience in a positive working environment
- On-the-job training with an experienced, motivated, collaborative and high-performing team
- Modern employment conditions and very flexible working hours (remote work in part possible)
- Gross compensation of CHF 2500 with 5 weeks holidays per year at 100% (40-hour work week)

Candidates must have the right to live and work in Switzerland for the full duration of the internship period (i.e. holding a Swiss passport, residence permit or a passport from an EU member state).

Are you interested? Please send your cover letter, CV, and – if available – one recent writing sample by March 28, 2024, to Connor Spreng, Executive Director, spreng@sa4d.org.

WORKPLACE	Biel/Bienne Switzerland (partly remote work possible)
WORKLOAD	80-100% (or as agreed)
STARTING DATE	April 1, 2024 (or as agreed)
TIME PERIOD	Six months (or as agreed)

CONTACT

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