

Paid internship position with opportunity for growth

Position Description and Terms of Reference

Position title:	Intern
Duty station:	Hybrid. Remote work from home office with visits to SeeD office, Nicosia, Cyprus
Reports to:	Senior Directors
Remuneration:	550 EUR Gross Salary per month for 100% engagement but the position can be structured as part-time for the right candidate as well
Contract duration:	Minimum 6 months, subject to extension to 12 months.
Start date:	As soon as possible
Level of engagement:	Equivalent to full-time (40 hours / week)

Deadline for applications: Applications are accepted on a rolling basis until 20th January. If the right candidate is identified the application process may close down earlier.

The Centre for Sustainable Peace and Democratic Development (SeeD) works with international development organisations, governments and civil society leaders to design and implement people-centered and evidence-based strategies for promoting peaceful, inclusive and resilient societies. Working in Europe, the Middle East, Africa and Asia, SeeD provides social transformation policy recommendations that are rooted in citizen engagement strategies and an empirical understanding of the behaviours of individuals, groups and communities. More information about SeeD can be found at: www.seedsofpeace.eu.

SeeD is looking for an intern to handle a wide range of high-level administrative tasks including assisting organisation's senior directors and executive team to accomplish their day-to-day tasks and in effective delivery of their roles and communication. The position could potentially develop into an Executive Assistant position for the right candidate after the first 6-8 months depending on performance, availability and level of engagement. Working from the SeeD HQ in Nicosia is *not* a must and remote work is possible. However, the ability to work from the SeeD HQ at least once or twice a week would facilitate potential growth, team integration and hence viability of future prospects.

Tasks would include:

- Making travel arrangements for the senior directors
- Drafting, review and send emails, communications and presentations on behalf of senior directors
- Proof reading documents

- Working directly with high-level employees
- Preparing corporate documents
- Maintaining strict confidentiality
- Scheduling and minute taking at executive team meetings
- Representing the executives in coordination meetings and briefing them where necessary
- Summarising documents, briefs, reports to brief the senior directors

The ideal candidate would have the following:

- Bachelor's degree business administration, management, social entrepreneurship and the like
- Exceptional writing, editing, and proofreading skills in English
- Excellent organization and time-management skills
- Ability to pay attention to detail and multi-task
- Be a detail-oriented self-starter, who exhibits sound judgment with the ability to prioritize
- Resourceful, energetic, eager and can-do attitude to tackle new projects and ideas
- Comfortable interacting with high-level executives
- Prior knowledge of project management applications and tools such as or similar to ASANA, Monday, Personio, Slack and the like.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and especially Excel)

Application Process:

1. Please go to the following Google form where you will be able to (a) upload your CV, and (b) respond to a few questions regarding the position and yourself.

<https://forms.gle/tWxvoxjnm1Sx28qv6>

2. Upon evaluation of CVs and responses, short-listed candidates will be invited for a competency test and an interview.

We thank all candidates for their interest, however only those selected for interviews and the competency test will be contacted.