PAID INTERNSHIP
Intern: Junior Project Officer

Part-time paid internship: 21h-28h/week (3-4 days/week)
Internship location: Montreal (hybrid mode)
Salary compensation: 15.75$/hour
Duration: June 10, 2024 to August 30th, 2024 (short extension possible)
Bilingual: (French and English)

Context and responsibilities
In order to participate to the growth of Canadian contributions necessary for the implementation of humanitarian, development and peace projects, HI Canada will rely on an Intern: Junior Project Officer who will work with the Institutional Partnerships team.

The Junior Project Officer will work under the authority of the Head of Institutional Partnerships.

Responsibilities will include:
- Contribute to the development of knowledge and dissemination of Canadian donor rules and regulations (notably through HI intranet);
- Analyze Canadian government policies and approaches and produce fact sheets and summary content;
- Carry out research and produce summaries on priority themes;
- Support the Institutional Partnerships team in the revision of donor reports;
- Participate in various internal HI meetings on various themes (institutional partnerships, operations, sectoral themes, etc.);
- Support the HI Canada Institutional Partnerships team with any ad hoc requests.

Profile
Education:
- Higher education in a relevant field (project management, international development, etc.)

Experience:
- Basic knowledge of the rules and regulations of Canadian donors such as Global Affairs Canada and the Ministère des Relations internationales et de la Francophonie;
- Experience in project management (particularly in results-based management);
- Knowledge of the FIAP (Feminist International Assistance Policy of Canada);
- Knowledge of various themes related to humanitarian action, international development and disarmament;
- Experience in the field of disability is an asset.

Skills:
- Excellent interpersonal and communication skills;
- Excellent synthesis and analysis skills;
- Excellent writing skills in French and English;
- Ability to draft international correspondence, project proposals, funding applications and articles on various topics.

Languages:
- Excellent oral and writing skills in French and English

Personal qualities:
- Sense of initiative, ability to work independently, flexibility, adaptability, ability to manage different files and deadlines at the same time;
- Highly developed sense of ethics, sense of diversity and inclusion;
- Ability to work as part of a team and to be proactive;
- Ability to work in an open-shared space and remote environment;
- Good presentation skills and ability to develop a professional network.

Send a CV and letter of interest to jobs@canada.hi.org by May 31st, 2024. Please indicate in the subject line: Intern: Junior Project Officer.

We welcome applications from women, Indigenous people, visible minorities, ethnic minorities and persons with disabilities.

Only those candidates selected for an interview will be contacted.