

TRAINEE PROGRAM OFFER'S FORM



Trade name	European Network of NGOs in Afghanistan
Taxpayer Identification Number (TIN)	
Training program Location	Brussels
Registered Address	Rue de Trèves 61 1040 Bruxelles - Bélgica
Name of training position	Admin and events assistant
Bachelor's Degree(s) aimed at	English, other languages Public administration Other Humanities or Social sciences degrees
Length of the offered training program (in weeks)	26 weeks
Earliest date to begin the program: Lastest date to begin the program:	16 August 2011 1 October 2011
Activities to be performed by the trainee and chronological order of such activities	<p>Activ 1: Assisting the Information and Admin officer in administrative tasks related to the financial department and minutes</p> <p>Activ 2: Support in the organisation of events (four public seminars and one annual conference)</p> <p>Activ 3: Information research regarding fund-raising, our campaigns, NGOs and Afghanistan-related issues</p> <p>Activ 4: Follow up of European policies and documents, including occasional visits to the European Parliament to follow meetings of DEVE and AFET Committees.</p>
Skills to be acquired by the student	<ul style="list-style-type: none"> - Team-working - Ability to handle different tasks

	<ul style="list-style-type: none"> - Ability to meet deadlines - Experience dealing with budgets and financial reporting - Fluency in English as a working language - Organization of events - Knowledge on EU policy-making - Knowledge on NGOs advocacy work
Required Languages	<p>Excellent command of English (working language) French is a plus</p>
Any other requirements	<p>Proactivity, sense of responsibility, flexibility to deal with different tasks, ability to deal with different interlocutors and cultural backgrounds. Interest on Afghanistan, development cooperation, humanitarian relief and international politics</p>
Other skills the host company considers desirable but not required	<p>Data base management. Very good computer skills. Good writing skills (in English).</p>
Economic aid or any other company benefit to be offered to the student by the host company (if any)	<p>Travel expenses (two round trips Asturias-Brussels) 20 € prepaid credit for mobile phone per month</p>