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## **Factsheet for people interested in internships abroad**

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### **Important facts about HELNETAS Swiss Intercooperation**

HELNETAS Swiss Intercooperation is one of the longest-established and largest development organisations in Switzerland. It was born in 2011 of the merger of Helvetas (founded in 1955) and Intercooperation (founded in 1982).

A politically and denominationally neutral non-profit organisation, HELNETAS Swiss Intercooperation has roughly 100,000 members and supporters, as well as 12 regional groups of volunteers. We employ around 1,200 local and 60 international (mostly Swiss) staff in over 30 partner countries in Africa, Asia, Latin American and Eastern Europe. 140 people work in our head offices in Zurich and Berne and in our branch offices in Geneva and Balerna. They coordinate our development projects, provide expert advice to governmental and non-governmental organisations, and raise awareness in Switzerland about issues affecting people in developing countries.

Helvetas strives to improve the livelihoods of disadvantaged people in rural areas of Africa, Asia, Latin America and Eastern Europe. Our projects are concentrated in a number of working areas: Water & Infrastructure (water and sanitation), Agriculture & Markets (food, organic farming and Fair Trade), Environment & Climate (soils, forests and water), Education (literacy and vocational training), and Democracy & Peace (human rights and culture).

### **Thinking about an internship in a HELNETAS project overseas?**

**HELNETAS offers *no* internships for young people with no specialist training or who have just started their studies.**

HELNETAS Swiss Intercooperation does offer university and college students, who are required to do a compulsory internship during their studies, and graduates, who wish to gain some insight into development work, the opportunity to do a minimum 6-month internship in an area related to their studies.

Due to the working areas in which HELNETAS Swiss Intercooperation is active and to the kind of projects we carry out, these opportunities generally apply to agronomy and forestry students/graduates, environmental scientists, cultural engineers, and generalists such as social anthropologists and social scientists.

### **Our general requirements:**

completed basic studies in a relevant subject; an established interest in development and advocacy issues; good language skills (depending on the country of assignment: French, English, Spanish and/or Portuguese, possibly Russian); good computer skills; respect for other people and cultures; willingness to learn, ability to work in a team, communication skills, robust health, etc.

### **There are limited internship positions available in Helvetas projects!**

The limited number of positions per year is dependent on the projects' needs and management capacity in the field. Furthermore, HELNETAS has agreed to give priority to Master's graduates from the Centre for Development and Cooperation (NADEL) and students from the School for Agricultural, Forest and Food Sciences (HAFL) in Zollikofen, when assigning internships.

**Internships are for a minimum of 6 months.** However, depending on the task assigned by the project, this can potentially be extended to a maximum of 12 months.

### What HELNETAS offers

The benefits provided by HELNETAS Swiss Intercooperation and the terms and conditions of the internship are set out in a contract (of which the job description and the budget are integral parts). If the intern does not have third-party funding, then HELNETAS Swiss Intercooperation will cover the following costs:

- Monthly remuneration of SFr 600 (subject to social security);
- Occupational and non-occupational accident insurance;
- Board, lodging and travel costs in the host country compensated at local rates, as well as any costs for a language course (local language) in the host country that may arise;
- Reimbursement of the actual flight costs (at the lowest applicable price); otherwise HELNETAS Swiss Intercooperation will buy the flight ticket. Helvetas will obtain the necessary visa(s);
- All necessary vaccines (including malaria prophylaxis) as recommended by a doctor, should these costs not be covered by the intern's health insurance;
- Any translation costs that may arise.

Local HELNETAS staff will help the intern to find accommodation and to organise transport.

☞ Please note: The intern is responsible for ensuring that he/she has adequate health insurance cover – these costs are **not** borne by HELNETAS Swiss Intercooperation!

### Tasks, rights and responsibilities of the intern

The rights and responsibilities of the intern during their mission and his/her actual assignment are laid out in the internship agreement between HELNETAS and the intern, or in the job description. He/She will have access to the HELNETAS intranet during their internship. Interns have a right to 20 working days of vacation per calendar year.

At the end of the internship, the intern shall submit his/her internship report and any contractually agreed studies to HELNETAS. The intern shall receive a certificate from the project with an assessment of his/her performance during the internship.

### Application procedure

Twice a year (spring and fall) several internship opportunities will be announced on our website. During a defined period of time we will be collecting applications for the specific advertised internships (only) and select the candidates with the best matching qualifications. The first recruitment cycle will start around September – the internship assignments will then begin in January of the following year; the second recruitment cycle will start around April with the assignment starting in August of the same year. Anyone interested in doing an internship at HELNETAS Swiss Intercooperation is kindly asked to review the opportunities posted on our website ([www.helvetas.ch](http://www.helvetas.ch)) in fall/spring and apply by sending his/her application via email to [applications@helvetas.org](mailto:applications@helvetas.org).

For more information about internships and placements in development cooperation you can also contact **cinfo** in Biel ([www.cinfo.ch](http://www.cinfo.ch)), the Centre for Information, Counselling and Training for Professions Relating to International Cooperation.