The World Food Programme is the world's largest humanitarian agency, fighting hunger worldwide. We are currently seeking to fill an internship position under the Government Partnerships Division. The position will be based in Berlin/ Germany. The Internship will be for a period of 7 months, from mid-July 2016.

**Description**

The selected candidate will be assisting the Government Partnerships Division with the following key duties:

- Preparing project proposals for Germany, Austria, and Liechtenstein as donors in close exchange with colleagues from WFP Regional Bureaus and Country Offices
- Preparing of briefing notes for meetings, short biographies, and documents for briefings and conferences
- Finalisation and updating of project overviews, contribution tables, and graphs using relevant data
- Informing donor counterparts on developments of WFP operations
- Drafting of emails and thank you letters for contributions
- Taking notes for the record during internal and external meetings and events
- Translating documents from German to English and vice versa
- Preparing clippings regarding government partnerships issues and WFP internal weekly highlights, covering developments relevant to the WFP Berlin Office
- Performing other related duties as required

**Essential Requirements**

- Currently enrolled or recently graduated (less than 12 months ago) from a University degree preferably in political, social, or related studies
- Completed at least two years of undergraduate study;
- Attended courses in the last 12 months (transcripts of records or diploma required);
- Proficiency in MS Office (Word, Excel, Power Point);
- **Excellent communication skills (written and oral) in German and English are required.** Second UN language would be an asset.

**Terms and Conditions**

- Interns receive a monthly stipend from WFP up to the amount of US$700 per month
- WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related.

**Send your application (one-page motivation letter in German and English, Curriculum Vitae, Transcripts of Records, and contact details for two references) as one document by email to Silvia Kollitz, WFP.Berlin@wfp.org.**

**Deadline for applications: 24/04/2016**

WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status. Qualified female applicants and qualified applicants from developing countries are encouraged to apply.

Fighting Hunger Worldwide