

**Term of Reference
Paid Internship (6 months)
Latin America Programme Coordinator Assistant based in Brussels**

Under the direct supervision of the Latin America Programme Coordinator, the Programme Coordinator Assistant support planning, reporting, monitoring and evaluation aspects of projects in the Latin America region (Guatemala, Honduras, Colombia, Brazil). He/she will be involved in aspects related to programme quality and accountability to donors, but also to the beneficiaries of the action, and will support aspects related to knowledge management and good practices and lessons learned throughout the Latin America programme. He/she will facilitate communication and exchanges with our offices in Guatemala and Colombia.

Key functions and responsibilities:

Programming

- Participates in the annual planning of the program and its quarterly review, ensuring that the plan reflects the global and regional strategy;
- Support project teams in developing action plans (and monitoring its implementation) for each project in line with each donor's contractual obligations;
- Provide general support on operations, if necessary by addressing main legal, administrative, and major logistical requests.

Fundraising

- Develop and strengthen donor mapping and donor assessment exercises;
- Coordinate with local offices and other units in Brussels for the development of concept notes and project proposals;
- Develop communication materials for networking and fundraising visits.

Monitoring / Evaluation

- Support for the development of a Monitoring, Evaluation, Accountability and Learning System for the organization and participate in the MEAL working group;
- Support the preparation of periodic reports to donors to ensure clarity, readability, coherence and logical sequence;
- Support the Latin America Programme Coordinator in the organisation of proposal design workshops, project launch workshops, mid-term reviews, lessons learned.

Knowledge management

- Keep abreast of the political and human rights situation in the region;
- Support the development of communication materials showing the added value of PI in Latin America including country and thematic fact sheets;
- Undertake other duties as required.

Profile and required qualifications

- University degree in social sciences, international development or other relevant fields;
- Strong interest in the human rights and/or international development sector;
- Strong interest in fundraising;
- Experience in assisting programme implementation, project development, monitoring & evaluation, and knowledge management is an advantage;
- Good communication skills and the ability to work in a very culturally diverse team;
- Knowledge of the contexts of Latin America required; knowledge of Guatemala, Colombia, Brazil and Honduras would be an asset;
- Ability to work autonomously after initial training and guidance;
- Sense of priorities and responsibilities;
- Attention to detail;
- Fluency in Spanish and English (written and spoken) is required;
- Stay permit in Belgium is required;
- Available to take its function as soon as possible.

We offer:

- A unique opportunity to learn about Programme Coordination, Monitoring & Evaluation and Knowledge Management in a very stimulating working environment;
- 6 months paid internship (Convention Immersion Professionnelle);
- Meal Vouchers;
- STIB card (transport in Brussels).

*****Please note that this is a mostly remote position. During the first weeks or months the work will be implemented 100% remotely, due to the pandemic. If the situation with Covid-19 improves, the person could join the office once or twice per week.*****

APPLICATION PROCESS:

Send your resume and motivation letter before September 20th, 2020 to the email: [recruitment\(at\)protectioninternational.org](mailto:recruitment@protectioninternational.org), mentioning “Latin America Programme Coordinator Assistant” in the subject line.

Include your name in the file name of your application documents, e.g. Lucia_Fernandez_CV.doc.

Submit names and contact details of three references together with your application.

Do not attach any certificates or references at this stage of the recruitment process.

Please note: Only short-listed candidates will be contacted. Application will be analysed on a rolling basis.

Starting date of the internship: 5 October 2020

PI promotes gender equality and strongly encourages women to apply.