



## Student Assistant at ADRA Denmark

Would you like to become part of ADRA Denmark's Programme Department – and help us further develop ADRA's programmes and partnerships in Africa and the Middle East? As Student Assistant you will be a valuable support for ADRA's Programme and Humanitarian Advisors, as well as other cross-cutting functions in our team, assisting with various tasks related to programme cycle management, planning, coordination, and administration.

We are looking for a motivated Student Assistant for approximately 15 hours per week, spread over 2-3 days per week.

ADRA Denmark is an exciting workplace with 21 employees in Nærum. We are part of a global network, founded on Christian values and present in 118 countries. ADRA Denmark has eight implementing partner offices globally, focussing on locally led interventions with a nexus-driven focus across the programme- and partnership portfolio.

### Key responsibilities:

- ❖ Support with planning and coordination of programme related task, hereunder context analysis/briefs, research to inform programmatic approaches/strategy development, analytical tasks, support to country programmes, case studies and learning briefs.
- ❖ Support with reviewing and structuring of reports, proposals and supporting documents.
- ❖ Support monitoring, evaluation and learning of programmes and interventions, hereunder support maintenance of document handling system. Contribute with data compilation and analysis both related to programmes and technical working groups.
- ❖ Assist in planning and coordination of meetings, workshops, seminars etc. (e.g. organising venue, transportation, visa application).
- ❖ Ad hoc support to other departments of ADRA, e.g. communication.
- ❖ Attend to other duties in ADRA Denmark or in the programme team as agreed with the Programme Director.

### We are looking for a student assistant with the following qualifications:

- ❖ Knowledge and special interest in one or more of ADRA Denmark's strategic priorities (humanitarian response, climate adaptation/sustainable agriculture and livelihoods, women and children's rights, civil society strengthening).
- ❖ Skilled in the use of data handling programmes and data analysis, including SharePoint for document handling as well as other Microsoft tools such as Excel, Forms, and Teams, survey tools, visualization.
- ❖ Minimum 2-3 years relevant university education.
- ❖ Systematic and structured mindset.
- ❖ Open-mindedness and strong networking skills. Strong intercultural and social competences

### Employment conditions:

As per the ADRA Denmark terms.

The workplace is Nærum, Denmark. 15 hours per week, preferably spread over Mon-Thursdays.



**Start date:**

As soon as possible.

Should you have any questions to the job – or would like to learn more about it – you are more than welcome to reach out to Programme Director Jon Kristiansen on [jonkri@adra.dk](mailto:jonkri@adra.dk) or +45 21864542.

**To apply:**

Please submit your CV and a motivated application in English to [job@adra.dk](mailto:job@adra.dk).

Please indicate 'Student Assistant' as the subject matter.

**Deadline for applications:**

7th March 2024. We expect to hold interviews during the following week.

*ADRA Denmark considers diversity an asset and human uniqueness an important resource. All interested and qualified candidates are encouraged to apply for the position.*

*In ADRA Denmark, we are committed to the safeguarding and protection of the communities where we work. In the process of recruitment, selection, and appointment, we implement a range of procedures and actions including background checks to ensure safeguarding of children and vulnerable people and prevention of abuse.*

