
Factsheet for Internships Abroad

Important facts about Helvetas

Helvetas is a development organisation anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

A politically and denominationally neutral non-profit organisation, Helvetas 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 roughly 30 partner countries in Africa, Asia, Latin American and Eastern Europe. 170 people work in our head offices in Zurich and Berne and in our branch offices in Geneva and Balerna.

Our projects are focused on the following working areas: Water & Infrastructure, Rural Economy, Environment & Climate, Skills Development & Education and Governance & Peace.

Thinking about an internship in a Helvetas project overseas?

HELVETAS offers *no* internships for young people without a university education or who have just started their university studies.

Helvetas 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 one of our projects abroad.

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

Application Procedure

The limited number of positions per year is dependent on the projects' needs and management capacity in the field. Current internship opportunities are advertised on our website. If there are no internships advertised, we currently do not have any openings. Anyone interested in doing an internship at Helvetas is kindly asked to regularly review the opportunities posted on our website (www.helvetas.ch) and apply directly to these positions. Unfortunately, we cannot process spontaneous applications. We have no vacancies other than those published on our website. We are funded by members and donors and we want to minimize our administrative workload.

Requirements for Internships

- Completed Bachelor's studies in a relevant subject
- Interest in a career in development cooperation
- Good language skills (depending on the country of assignment: French, English, Spanish and/or Portuguese, possibly Russian)
- Interest in foreign cultures
- Willingness to learn, ability to work in a team, communication skills, robust health, etc.

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.

Conditions for Internships Abroad

- Monthly remuneration of CHF 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;
- Costs for flight and visa covered by Helvetas, booking of flight through Helvetas
- 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 Helvetas 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 Helvetas!

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 Helvetas and the intern, or in the job description. He/She will have access to the Helvetas intranet during their internship. Interns have a right to 20 working days of paid vacation per calendar year.

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

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

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