

## Student Assistant / Intern

### Job Announcement

[Accountable Now](#) is a global platform that supports civil society organisations (CSOs) to be transparent, responsive to stakeholders and focused on delivering impact. Our [20 member organisations](#) such as Amnesty International, Civicus, Action Aid, ChildFund Alliance and Transparency International operate in more than 150 countries. Together we develop and implement cutting edge practices to strengthen CSO relationships with communities, partners, activists, staff or donors to deliver better impact.

Accountable Now is looking for an intern that can work two days per week that can provide support to the Executive Director and the Global Standard and Partnership Manager.

You will gain in-depth insights into how a small but very active and impactful civil society organisation is run and how to cater to its governance structure. You will learn what are the key aspects of administration that have to be undertaken for it to run smoothly, how communication with different stakeholders is done in a strategic way, how to collaborate with our partners and more!

**To advance these goals, Accountable Now is currently looking for a Student Assistant / Intern.**

### Key Tasks and Responsibilities

- Support in organising the Global Standard Partners meeting.
- Identify strategic opportunities to disseminate the Global Standard
- Supporting with administrative tasks of the organisation.
- Researching background information on relevant topics for the civil society sector particularly on accountability, governance and safeguarding but also on thematic aspects such as community engagement, inequality, and climate change.
- Facilitation of Knowledge Building and Knowledge Sharing, including producing internal communication newsletters for the GS Partners and drafting reports.
- Liaise with the other Accountable Now projects to identify synergies and potentiate efforts.
- Other tasks as necessary

## Requirements

- Undergraduate university degree or professional qualification in business administration, management, finance, social science, public administration, economics, or another relevant field
- Basic understanding of and experience in the area of good CSO governance.
- Excellent coordination skills, ability to work under pressure with focus and to meet tight deadlines
- Diligent, reliable and focused way of working with a strong attention to detail
- Good people skills.
- Strong teamwork and resourcefulness
- Proficiency in English, excellent speaking and writing; additional languages an asset
- Ability to work creatively within the restrictions of a small budget
- Has the right to work in Germany

## We offer

**Period:** 4 month contract.

**Working hours:** 16 hrs per week, negotiable.

**Compensation:** depending on experience

**Location:** Berlin, Germany (hybrid: possibility to work partially remote)

**Timeline:** ASAP

If you are interested, please send your CV and a cover letter to [recruitment@accountablenow.org](mailto:recruitment@accountablenow.org). **Applications will be reviewed and interviews will be held on a rolling basis. Interested candidates are encouraged to apply as soon as possible.**

## Equal opportunity and our values

Accountable Now is committed to ensuring a fair and equal recruitment process, and we seek to recruit staff from all sectors of the community. All applicants will be treated equally, regardless of gender, sexual orientation, social status, race, ethnic origin, religious belief, age, disability, or any other factor that cannot be shown to be relevant to performance.

Accountable Now and its staff operate in line with the following organisational values:

- **Openness:** We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organisation.
- **Horizontality:** We practice a culture of horizontal hierarchies and responsive decision making internally and externally.



- Respect: We are respectful of people's nationality, gender and religious background. We respect and value every person's opinion.
- Self-critical: We have an open culture of discussing failures and improving our work through continuous learning.
- Partnership: We value the expertise of others and want to establish mutual partnerships with everyone we interact with and break up common power structures.