

Conference Intern

The Extractive Industries Transparency Initiative (EITI) International Secretariat is recruiting a full-time intern for a seven-month period to join our headquarters in Oslo, Norway.

The EITI Internship Programme offers qualified students and recent graduates the opportunity to acquire direct practical experience in the EITI's work under the direct supervision of experienced EITI-staff.

The position provides the opportunity to participate in organising a high-level international event of over 1,000 participants, among them Heads of State and CEOs.

We are looking for a creative, proactive and enthusiastic intern to join our team. You must be resourceful, flexible, self-driving, have the ability to think big and start small, and thrive in a fast-paced environment.

The intern will be paid 180 Norwegian Kroner per hour and should expect to work 37.5 hours per week. We expect the candidate to start in January 2019.

The EITI is committed to achieving diversity in terms of gender, nationality, culture and educational background. The EITI is an equal opportunities employer.

Key Responsibilities

The intern can expect to undertake the following tasks:

- Coordinate travel arrangements for sponsored participants;
- Draft official letters and ensure follow-up;
- Assist in arranging other Conference logistics;
- Participate in other Conference discussions at the International Secretariat;
- Other administrative tasks.

Required Qualifications

- Applicants are expected to be enrolled in a programme leading to a degree in event management or a related field, or to have recently graduated from such a programme. Applicants from other fields, who can demonstrate an interest and skills in event management, will be considered.
- Applicants must be able to demonstrate some prior experience in organising events.
- Excellent command of written and spoken English and French. Working knowledge of Spanish and/or Russian is highly desirable, but not required
- Applicants must be proficient in basic IT-tools, including MS Excel.
- Applicants should be able to demonstrate an interest in international affairs. Experience working in an international environment and with international partners is an advantage

- Relevant past work experience will be taken into account.
- Willingness to work in an “all hands on deck” environment, and engage in a variety of tasks
- Applicants must be entitled to work in Norway.

How to apply

Send your cover letter and CV to recruitment@eiti.org with the subject “Conference Intern” no later than close on **7 December 2018**. Further inquiries can be directed to **Shemshat Kasimova** (skasimova@eiti.org), Conference Manager.