

# Intern to work on Latin America and the Caribbean at the EITI International Secretariat

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The Extractive Industries Transparency Initiative (EITI) International Secretariat is now recruiting a full-time intern, for a six-month period, to join the office in Oslo, Norway.

This position offers the chance to work in an international and vibrant working environment helping citizens of resource-rich countries benefit from their natural resources and to work on subjects at the cutting edge of development and the extractive industry.

The position covers day-to-day tasks of more administrative and organisational nature in the Latin America and the Caribbean team as well as exposure to other policy issues in the EITI International Secretariat.

The intern will be paid 170 Norwegian Kroner per hour and should expect to work 37,5 hours per week.

## Key Responsibilities

1. Update Latin America and the Caribbean country webpages
2. Develop tools to monitor progress of implementation of EITI work plan
3. Support the LAC team in the preparation of trainings and Validation missions
4. Prepare documents and budgets for workshops
5. Other administrative tasks

## Required Qualifications

- Bachelors degree
- Excellent command of written and spoken English and Spanish. French and Portuguese are highly desirable, but not required
- Experience with finance and budgeting
- Experience working with websites is an advantage
- Experience working in an international environment and with international partners is an advantage
- Knowledge of the region is an added advantage
- We particularly welcome applicants from within the region, though applicants must be entitled to work in Norway.

## How to apply

Send your cover letter and CV to [recruitment@eiti.org](mailto:recruitment@eiti.org) with the subject "LAC Intern" no later than close on **10 September 2018**. Further inquiries can be directed to **Francisco Paris** ([FParis@eiti.org](mailto:FParis@eiti.org)), Regional Director LAC.