

# Student Assistant: Global Partnerships - UNICEF

## Denmark

### **About the job**

*Are you passionate about international humanitarian affairs, development programs, advocacy and private sector partnerships? Would you like to join a global and leading children's rights organization? If so, you might be our new student assistant!*

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and to help them fulfill their full potential. At UNICEF Denmark our Partnerships Department collaborates with leading Danish companies, foundations, and networks to support UNICEF's global mission.

We are now looking for a motivated and detail-oriented student assistant to join our Global Partnerships Team, specifically supporting our work with UNICEF Denmark's existing private partners.

### **Your primary tasks**

The student assistant will assist with a variety of tasks, primarily within the following areas:

- Preparation of presentations, reports and other materials in support of partnerships management
- Supporting with budgeting and financial reporting
- Updating databases and supporting the team in improving the efficiency of internal knowledge management tools
- Conducting background research and analysis to support new grant ideas, opportunities and proposals
- Supporting with reviewing annual reports
- Organization of events, workshops and meetings
- Supporting various administrative and practical tasks

### **About you**

- You are currently near the end of your bachelor's or the beginning of your master's in a relevant field of study
- You have a keen interest in development and humanitarian work, as well as private sector partnerships in support of children's rights
- You are good with finances
- You have excellent communication skills in English (written and oral). Danish proficiency is an advantage, but not a requirement
- You are a proficient user of Microsoft Office, including Word, PowerPoint and Excel, and can quickly create and manage documents, presentations and data sheets to support our projects and initiatives
- You have excellent communication skills, and you are mindful of the recipient
- You work well independently as well as in a team

Please note: While the office language is Danish, the working language in this department is English due to our international colleagues.

### **We can offer**

- An opportunity to work in the world's largest children's organization
- Hands-on experience working with humanitarian efforts and private sector partnerships
- A dynamic and inspiring workplace with passionate and supportive colleagues
- 15-20 hours a week at our office in Copenhagen (Rentemestervej 62, 2400 Copenhagen), and flexible working hours with respect to your studies

**Please note:** Applicants must hold a valid Danish work visa or have the legal right to work in Denmark at the time of application.

### **Apply today**

Please submit your CV and application as soon as possible, and **no later than July 27th**. Interviews are expected to take place in early August.

We read through the applications continuously and may interview candidates before the application deadline.

Start date is September 1st.

If you have any questions, you are welcome to contact Pernille Borgbo Gydesen by email

[pbgydesen@unicef.dk](mailto:pbgydesen@unicef.dk).

Join us in making a difference - one partnership at a time.

**About UNICEF**

UNICEF strives to be a diverse and inclusive workplace and encourages all qualified applicants, regardless of age, gender, religion, sexual orientation, disability, or ethnic background, to apply for the position.

As part of the recruitment process, UNICEF Denmark will obtain a child protection certificate ("børneattest"). Employment is conditional upon this certificate being free of any remarks.

UNICEF is the organization mandated by the United Nations to ensure that every child survives and thrives. UNICEF Denmark is the Danish branch of the organization, and our primary task is to raise funds — together with partners and private donors — for children in countries affected by conflict, war, and disasters. In addition, UNICEF Denmark is tasked with promoting awareness of children's rights in Denmark and Greenland. This is carried out through various national projects, such as UNICEF Rights Schools and the Children's New Year's Speech.

For more information, please visit [www.unicef.dk](http://www.unicef.dk).