

VACANCY

Working student/ Intern (20 hours/week) – Tools and Methodologies

INTRODUCTION

About WIN

The Water Integrity Network (WIN) supports and connects an open network of partner individuals, organizations, and governments promoting water integrity to reduce corruption, and improve water sector performance worldwide.

Research at WIN

WIN provides a set of tested [water integrity tools](#) – designed and developed in collaboration with expert partners – to help water sector organizations around the world engage stakeholders, assess their needs and issues, and create action plans for better water management.

The Working Student (Werkstudent) or Intern will support Tools and Methodologies activities for a period of 6 months.

DUTIES

The Working Student/ Intern will mainly support WIN's ongoing projects with Tools and Methodologies, update tools database, and carry out project management duties as required.

SPECIFIC RESPONSIBILITIES

Tool Development and Update

The intern will primarily support activities on WIN flagship tool and project, InWASH focused on the [Integrity Management Toolbox](#) component

- Update the Integrity Management Toolbox Master Database with additional and new risks and tools.
- Literature review focused on integrity risks and tools
- Support development of risks and tools descriptions
- Support mapping of integrity risks with relevant tools

Tools Promotion and Social Media engagement

- Support moderation of discussion among tools community in social media platform(s)

Project Management

- Regular update of project management database
- Liase with WIN colleagues to gather updates on tool development and application in their line of work

REQUIRED KNOWLEDGE, EXPERIENCE AND SKILLS

Essential

The Working Student/ Intern must be enrolled in a university program in Germany, ideally based in Berlin. Candidates from outside of Germany can apply, provided that they have a valid work permit to work in Germany. WIN will not cover any costs associated with relocation to Berlin.

Qualified candidates must meet the following essential requirements:

- Content knowledge familiarity with WIN's themes (anti-corruption, integrity risks and tools, rule of law, civil society, human rights, gender,) by way of formal education and training
- Excellent written and spoken English and Spanish
- Demonstrated experience in working with online databases and excel sheets
- Experience and understanding of social media platforms-for e.g moderation of groups
- Methodological, Interpersonal and Communication skills

Preferred

- Knowledge of Airtable and other similar online database and visualization tools
- Ability to write content
- Project Management experience
- Master's studies in a relevant field

SUMMARY

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|------------------|---|
| Job Title: | Working Student/ Intern |
| Contract: | Part time for up to 20 hours per week, for a period of 6 months |
| Main function: | Support to Tools and Methodologies |
| Location: | Mix of WIN office, Berlin, Germany and home-based |
| Reporting lines: | Reporting to Programme Coordinator, Tools and Methodologies |
| Starting date: | Preferably 31 st January 2021 |

OTHER INFORMATION ABOUT THE POST AND DUTY STATION

The WIN Secretariat and its global network offer an inspiring work environment with interesting networking and development opportunities. Learn more at www.waterintegritynetwork.net.

TO APPLY

Qualified candidates should submit the following via email to recruitment@win-s.org:

- A cover letter describing specifically how the candidate's qualifications meet the requirements outlined for the position
- Academic transcripts
- Names of 2 referees and/or 2 recent reference letters

Please mention the title of the post in the subject line of the e-mail.

Deadline for applications is 3rd January 2021.

Please note that only short listed candidates will be contacted. WIN eV is an equal opportunity employer.