

Job description

Position: Internship - Operations assistant

Role: Support to the Operations team

OTHER SOLUTIONS is a dynamic and dedicated risk management and consultancy company supporting the Aid Sector, Human Rights and wildlife defenders. Based in London, it has for the past decade helped international, national and local organisations by taking a human, context-based and program-driven centred approach to security.

We provide four types of risk management services: operational support, training, analysis, and crisis management. A fast-growing small business made up of a Team of permanent staff and a large pool of national and international consultants, OSC ensures that its corporate (20%) and non-profit (80%) clients understand their operational threats and reduce their vulnerability in high-risk areas. Most notably among these are Western, Central and Eastern Africa, the Middle East as well as North Africa, and increasingly Western Europe.

The following constitute a guideline of the tasks involved in this internship.

Main missions

Operations

- ❖ Supporting the Operations team to provide final reports at the end of the training courses;
- ❖ Generating and sending training certificates;
- ❖ Managing the stock of training material supplies;
- ❖ Participating in the organisation of the missions, especially with the participants, and considering logistical questions;
- ❖ General administrative and office support;
- ❖ Participating in the formalization of projects and missions, particularly in the call for tenders phase.

Communication

- ❖ Proofreading documentation and preparing marketing material;
- ❖ Development of communication/marketing materials;
- ❖ Supervising and updating the OSC web site and communication of the missions on several channels.

Required profile

- ❖ Experience / interest in international projects
- ❖ Responsiveness and ability to adapt to rapidly changing situations
- ❖ Writing and speaking skills in French and English (fluent in both)
- ❖ Synthesis and analysis skills
- ❖ Team spirit
- ❖ Ability to work independently and within tight deadlines
- ❖ Field experience in a relevant area is appreciated.

This full-time internship is available immediately for a duration of 4 to 6 months.
The location of the Internship can be in Paris or London.

Send your application to recruitment@othersolutions.net