

INTERNSHIP PROFILE

Intern Title:	Partnership Management Assistant	Location:	Brussels
Department:	OI Institutional Funding	Reports to:	Partnership Manager
Created/Reviewed by:	Gabrielle Mollier	Closing Date:	18 th February 2025
Expected duration:	10 months	Monthly Allowance:	1,454.58 EUR month + € 75 net

Internship Purpose

The European Commission (EC) and the United Nations (UN) agencies are part of Oxfam's most important institutional donors. The partnership with these donors is coordinated through three "accounts", with dedicated strategies and teams: 1) Partnership with the EC's Development departments (called 'Directorates-General' or 'DGs'): INTPA/NEAR/FPI and EU Agencies in charge of EU domestic funding; 2) Partnership with the EC's Humanitarian Directorate-General: ECHO; 3) Partnerships with the four main UN humanitarian agencies: WFP, UNCHR, OCHA and UNICEF.

These three accounts are led by two Partnership Managers based in the Oxfam EU advocacy office in Brussels.

The Partnership Management Assistant will support both Partnership Managers (and the broader Oxfam Institutional Funding team) in their overall objective to maximize financial support from the EC and the UN for Oxfam's programs; influence their policies and practices to ensure stronger alignment with Oxfam's work and priorities and improve the overall quality and efficiency of our partnership.

Key Responsibilities

They will support both EU and ECHO/UN Partnership Managers in:

1. Donor monitoring & engagement (30%)

- **Strategic monitoring:** tracking new developments by monitoring news on EU and UN websites, press releases, key internet portals and events; brief internal stakeholders on donor policies and partnership opportunities
- **External relations:** identifying and organizing opportunities to communicate with the donors about Oxfam's programmes, campaigns, and advocacy, as well as influence donor partnership policies and practice

2. Fundraising coordination (40%)

- **Strategic coordination:** developing and leading on internal strategies to pre-position for (= preparing) and apply to calls for proposals, providing advice to country and regional teams in devising donor strategies in their context
- **Capacity-building:** ensuring good knowledge and understanding of donor funding instruments and objectives, as well as funding requirements, processes and policies
- **Analysis:** producing & sharing qualitative and quantitative analyses on the quality and quantity of Oxfam's income & partnerships with the donors, as well as lessons learned and best practices to improve our partnerships
- **Opportunities identification:** tracking and monitoring new opportunities through the relevant channels (websites, events, etc.)

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3. Account management (30%):

- **Strategic planning:** planning the partnership strategy, workplan and activities and monitoring their implementation
- **Logistics/admin:** organizing account team meetings & activities, taking notes, following up on action points
- **Knowledge management:** ensuring proper filing and dissemination of account knowledge, communications and archives

The EU Partnership Assistant will also perform administration tasks to support the overall functioning of the OI EU advocacy office.

The Assistant will have Relationships with:

- EU (INTPA/NEAR and domestic funding) and ECHO/UN and Partnership Managers
- EU and ECHO, UN Funding Teams
- Oxfam EU advocacy Officer Manager
- Oxfam International Institutional Funding team
- Oxfam EU advocacy office staff
- Allies and external stakeholders

Key I Assistant Competencies

- Fluency in written and spoken English is essential; knowledge of French or Spanish is desirable.
- Strong analytical skills
- A quick learner with a positive attitude and pro-active approach
- Excellent communication and interpersonal skills
- Ability to prioritize and manage time effectively
- Education: a degree in a relevant field such as Political Science, International Relations, Humanitarian Aid, International Development, European Affairs.
- Computer skills: confident user of all Microsoft Office applications (working knowledge of PowerPoint/Excel).
- Knowledge of and/or previous experience in the humanitarian & development sector
- Knowledge of and/or previous experience engaging with humanitarian and/or development donors, including but not limited to DG INTPA, DG NEAR, DG ECHO; and UN agencies

What this role can offer the intern

The assistant will acquire knowledge of the workings of the EU and UN, as well as of international NGOs. They will have an opportunity to influence and raise funding from leading development and humanitarian donors. They will develop relationship, strategic thinking and time-management skills.