



Terms of Reference

Internship as Project Support International Road Federation (IRF)

Context

The International Road Federation (IRF) is a global, independent, not-for-profit organisation with headquarters in Geneva, Switzerland. Active since 1948, IRF is a membership-based organisation, representing leading corporate and institutional players drawn from the road and mobility sectors worldwide. Its mission is to promote the development of roads and road networks that enable access and sustainable mobility for all. Its approach is centred on key strategic components of knowledge transfer & information sharing, connecting people, businesses and organisations and policy & advocacy.

Assignment

The individual filling this position will support the IRF Project Team with the following tasks:

- Understand and follow the flow of the project and its deadlines (screen, order incoming mails linked to the different working packages, draft planning for each of the deliverables, etc.)
- Provide support to the team in delivering project work (eg. Contacting partners, doing some desk research, searching for contacts or relevant documents, write short documents, etc.)
- Organise meetings

Qualifications

- Dynamic, multitasking, pro-active person
- Able to work with minimum instructions
- Previous experience in similar position welcome
- At ease with common Office programmes (excel, PPT, outlook, word, etc.)
- Arabic, Russian, Spanish, Chinese language is a plus

Duration

3-6 months, starting asap. From 20 to 40 hours per week. This is an unpaid internship position.

Please send your application including CV to:

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