

Intern Profile

Location: NIHA, Vocational Education and Training Coordination Centre, Ankara, Turkey

Duration: 4 months, (starting September 2011) until end of December 2011 (minimum 3 days per week, full-time preferred).

Tasks:

Assisting the Vocational Education Coordinator at NIHA to contact Dutch schools/ vocational education institutions (mainly the so-called ROC's – Regional Education Centres in the Netherlands)

The main workload of the intern will consist of detailed web-based researches related to Dutch vocational education, EU projects- mainly within the LDV (Leonardo da Vinci) programmes-, verbal and written communication with Dutch partners.

Education:

- BA - HBO (3rd or 4th year) or MA (1st year) student
- Business Administration/ Management, Public Relations/Marketing and Communications

Languages:

- Turkish: Fluent or Very good
- Dutch: Fluent or Very good
- English: Good or Very good

Experience:

- In a national or EU-based project preferred (youth activities, associations, clubs, etc) and possessing objective knowledge of the Dutch education, society and culture .
- In the above related tasks and fields during the studies

Skills:

- Excellent communication skills – persuasive
- Hands-on, practical and pragmatic
- Independent worker
- Interest and affiliation with Dutch Vocational Education System
- Analytical and critical mind
- Clear and structured writing style
- Multicultural team member
- Interactive and pro-active
- Intensive web user

Conditions:

During the internship period NIHA will provide the following

- Dedicated internship supervision
- Accommodation in one of the NIHA guestrooms
- Breakfast and lunch during workdays
- Workplace: desk with PC and access to all necessary office supplies

Open Call for Internship: Ecological Footprint Assistant

Job Type: Internship

Salary: Unpaid, free lodging and lunch provided

Location: Ankara, TURKEY

Duration: 3 – 5 Months

PROFILE OF THE INSTITUTION

NIHA aims to contribute to the internationalization of Higher and Vocational Education in the Netherlands by acting as an effective promoter and intermediary. In addition to the core tasks, NIHA carries out many activities, provided there are sufficient finances and facilities to do so. For more information, please refer to our web page: www.nihankara.org

INTRODUCTION AND CORE TASK:

The task is to make an ecological foot printing analysis of NIHA office life and activities. The intern will be expected to make a cartography of the current carbon, energy and water footprints of NIHA office & NIHA activities, and prepare a report on how to reduce overall ecological and economical impact. All ideas in the report will be taken into account and implemented as long as they provide economical gain in the mid-term future (3-5 years). The intern will also be expected to prepare a policy paper on “Green NIHA” and raise awareness about it in order to improve the capacity of the NIHA staff and prepare them for potential measures within this framework.

An intelligent problem solver is needed to assist on this project, preferably someone who has an understanding and/or experience of; carbon footprinting, practical energy efficiency solutions, corporate sustainability, reporting and rating standards for green buildings, efficiency in general appliance systems (heating, water, lightning etc...)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Preparation of a methodology and an action plan
- Working closely with the management & staff and get necessary data of the NIHA building & activities carried out
- Processing and analysis of the data collected
- Preparation of proposals that aim reduction in overall ecological impacts of the organisation
- Development of a “Green NIHA Policy Paper” and organise awareness raising activities for the NIHA staff

KEY SKILLS:

- Ability to manage, analyse and report on high volumes of data
- Able to show an innovative and proactive approach to problem solving
- Advanced user of Excel
- Excellent IT skills
- Excellent written and verbal communication skills, with the ability to present ideas confidently and coherently, in English and Dutch and preferably in Turkish

Please send your cover (motivation-) letter & CV, including contact details and photo to info@nihankara.org

Please make sure that you have read the job description and addressed the requirements of the post in your application.

There is no end date to this internship opportunity. The first suitable applicant will be appointed.

Aslı Kaymak-van Loo

Deputy Director

Netherlands Institute for Higher Education

www.nihankara.org