

<b>Location</b>	Negotiable
<b>Department</b>	Policy Unit, Handicap International Belgium (HI-B)
<b>Point of Reference</b>	Katleen Maes
<b>Size of the team</b>	9 persons / 9 FTE (+ interns)
<b>Title of the position</b>	Victim Assistance Intern
<b>Starting date</b>	ASAP
<b>Status of the position</b>	Intern
<b>Fees</b>	This is not a paid position
<b>Travel</b>	No
<b>Organization chart</b>	N/A

Handicap International-Belgium is currently recruiting **an intern** to reinforce its research team. As part of the Policy Unit of Handicap International-Belgium (HI-B), the research team plays a key role in the production of the *Landmine Monitor Report* for the International Campaign to Ban Landmines (ICBL) and the Cluster Munition Coalition (CMC).

In addition to this large research project, the research team also works on several ad-hoc research/policy projects. Within the framework of the Second Review Conference of the Mine Ban Treaty, HI-B will produce a publication measuring progress in the field of victim assistance between 2005 and 2009 as experienced by the survivors, their families and communities.

Working for the research team, the main goal of the intern is to assist in the production of high-quality research and reports on victim assistance.

#### *Important objective 1: Data input*

- Compile data from victim assistance questionnaires and input data into a centralized database in coordination with Policy Unit/reference person.
- Archive and systematize research team documents/file structure.
- Liaise and coordinate with the research specialists working on the publication.

#### *Important objective 2: Research assistance*

- Assist in providing basic analysis of data by country or by other variables to members of the research team upon request.
- Conduct web research for background information on mine affected countries upon request.
- Write short report sections if necessary.
- Conduct ad hoc research support (telephone interviews, etc.) to support research team, in coordination with Policy Unit/reference person.
- Perform fact-checking on draft country reports, in coordination with Policy Unit/reference person.
- Assist research specialist with other tasks (administration, logistics,...)

### Miscellaneous

- Liaise with project vendors such as printers, designers and distributors of final report.
- Help organizing launch events, press releases, presentations.
- Assist in the translation of research materials into or from any of the following languages if possible: Portuguese, French, Spanish, Arabic, Russian, Western Balkan languages (Albanian, Bosnian, Croatian, Serbian] Khmer, or Thai
- Carrying out other tasks as necessary.

### **Requested profile**

Candidates must be creative, self-motivated, well organized, and able to function under pressure and handle numerous tasks simultaneously. The candidate must be willing to take initiative, work with minimum supervision, and work independently as well as function as a member of a team. The candidate must also have excellent eye for detail. The candidate must be available to dedicate two days a week or equivalent. Flexible hours are an option. The candidate must have access to internet, telephone and fax.

### Other desired attributes include:

- Excellent command of English (written and spoken).
- Knowledge of other languages (see above).
- Excellent data entry skills and knowledge of Microsoft Access, SPSS or other database software.
- Precision in dealing with significant volumes of information.
- Excellent attention to detail.
- Training and experience in web research.
- Knowledge of mine action and most particularly victim assistance.
- Good communications skills.
- Interest in or knowledge of disability and human rights issues.
- Relevant university degree.
- Diplomacy and flexibility.
- Capacity to work in a highly intercultural environment.
- Capable of sticking to tight deadlines.
- Capable of striking a work-private life balance.

**Application closing date:** N/A

**Starting date:** 20 April 2009

**End date:** 20 August 2009

**E-mail for the candidates:** m.burke[at]icbl.org