

SCUOLA DI SCIENZE GIURIDICHE, POLITICHE ED ECONOMICO-SOCIALI

CURRICULAR TRAINEESHIP PROPOSAL	
NOME IMPRESA, RAGIONE SOCIALE ED INDIRIZZO	IBF FOUNDATION Corso Vittorio Emanuele 94 Torino
FIGURA RICERCATA	<p>Assistant for the ASSORTIS team based in Torino.</p> <p>ASSORTIS was launched as a pioneering project in 2000 to bridge the gap among all actors involved in the International Cooperation and Development field, building a demand driven International Cooperation platform and business network. For two decades Assortis kept developing its databases resulting in the most complete and enduring source of information in the sector.</p> <p>While the Headquarter is located in Brussels, Belgium, the ASSORTIS team works from different locations in Europe and Asia.</p>
ATTIVITÀ DA SVOLGERE	Support the ASSORTIS team with the research for new partners and international experts in the different sectors and areas of development cooperation and the updating of the ASSORTIS databases with the acquired information. Other administrative activities may be assigned according with the team needs on a daily basis.
CONOSCENZE E CAPACITÀ ACQUISIBILI	<p>The trainee will have the opportunity to be included in an international context, acquire knowledge on the main development cooperation stakeholders and procedures, improve the understanding of the international tendering processes and learn more about the ASSORTIS network activities, mission, and services.</p> <p>She/he will have the chance to take the first steps in the internal business dynamics and procedures and improve teamwork ability and organization, as well as the use of Excel and databases.</p>

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ALTRI REQUISITI RICHIESTI	<p>-Be a first/second year Bachelor student or a student enrolled in the first year of a Master programme.</p> <p>-Have proven interest in development cooperation and/or international affairs.</p> <p>-You have an excellent command of English and proficient knowledge of Microsoft Office.</p> <p>-Digital and marketing skills will be considered an asset (e.g. experience with the production of publications, design tools, photography, photo/video editing, social media).</p> <p>-You are service-minded, pro-active and have interpersonal and organizational skills.</p>
SEDE DI SVOLGIMENTO DEL TIROCINIO	<p>IBF office in Corso Vittorio Emanuele 94 Torino (80%) + Smart Working (20%) with laptop provided by IBF for the traineeship's duration.</p>
DURATA TIROCINIO	Flexible depending on the student needs
FACILITAZIONI PREVISTE	
NOTE	
RIFERIMENTI AZIENDA PER INOLTRO CV	<p>Simona Comin IBF Foundation Director comin@ibf-foundation.org tel: +39 328 39 22 763</p>
PERIODO DI VALIDITÀ DELL' ANNUNCIO	