

Research Assistant Trainee

CONTEXT

The International Co-operative Alliance is an independent, non-governmental organisation established in 1895 to unite, represent and serve co-operatives worldwide. It provides a global voice and forum for knowledge, expertise and coordinated action for and about co-operatives. The Alliance's members are international and national co-operative organisations across 100 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the International Co-operative Alliance gives a voice to one billion of the world's citizens. More information is available at: www.ica.coop

Against the background of cooperative enterprises enabling people around the world to become protagonists of their own social and economic development, the programme 'Cooperatives in Development – People-centred businesses in action' will work on promoting the co-operative business model in global and local development policies, and strengthening co-operative organisations as viable actors in development processes in their own rights. This programme will run from March 2016 to September 2020, and be led by the Alliance global office, in coordination with the four Alliance regional offices for Europe, Africa, Americas, and Asia-Pacific.

PRINCIPAL ROLES AND RESPONSABILITIES

The Research Assistant Trainee will be responsible for supporting the research activities undertaken within the ICA-EU partnership, which include a mapping of cooperative actors worldwide, an analysis of legal frameworks applicable to cooperatives at regional and national levels, and several thematic researches conducted at global and regional levels. S/he will work in close cooperation with the ICA-EU Partnership Team and report directly to the International Development Director in the Coordination Unit.

The main role of the Research Assistant Trainee is to assist with the coordination activities required for the aforementioned global research processes, and to contribute to the implementation of research activities led at European level within the programme.

Key responsibilities are:

- Assist with the collection of qualitative and quantitative data from cooperative organisations and other key actors;
- Support the research conducted on legal frameworks analysis;
- Help drafting and editing the reports, papers and internal notes produced within the global and European research processes;
- Support the coordination process between the Research Officers from all ICA offices participating in the ICA-EU partnership;
- Liaise with a variety of stakeholders including cooperative organisations and external research partners;
- Monitor international development topics relevant for the programme's research;
- When relevant, help present research findings in internal or external meetings/events.

PERSON SPECIFICATIONS

Essential

- University degree in economics, political sciences, international relations, development or any other relevant field;
- 1-2 years of experience related to research activities, preferably conducted in an international context and/or with a focus on international development
- Understanding of research processes and methodologies
- Very good command of English
- Ability to work in a multi-cultural team
- Demonstrate commitment to the cooperative values and principles

Desirable

- Knowledge of the cooperative business model is a strong asset
- Knowledge of and relevant experience with statistics and statistical software
- Knowledge of other languages, particularly French and Spanish
- Knowledge of international institutions and the European Union
- Experience of work with civil society organisations or membership organisations

TERMS AND CONDITIONS

Starting date is as soon as possible, for a duration of 6 months.

Located at the Cooperative House Europe (Avenue Milcamps, 1030 Brussels, Belgium).

The internship will be remunerated, with an allowance foreseen by the 'Convention d'Immersion Professionnelle'.

Candidates should be eligible under the terms of the Belgian labour code's convention d'immersion professionnelle. Candidates need to have, at the time of application, the legal right to work in Belgium. We regret that we are not able to apply for work-permits on their behalf.

APPLICATIONS:

Interested candidates are asked to apply by submitting the filled in **application form** below and a **detailed CV** to Recruitment@ica.coop. Please mention in the email subject your name followed by 'Research Assistant Trainee'.

Deadline for applications is the **18th February 2018 (23h59 CET)**.

Please note that due to large numbers of applications and our limited capacity, we regret that only shortlisted candidates will be contacted. No phone calls please.

Interviews will take place at our offices in February 2018.

Application Form

Please fill-in the *application form* below, in Arial 9 (black ink), and send it back with a *detailed CV*.

PERSONAL DETAILS

First name(s):		Last name(s):	
Address:		E-mail:	
		Mobile:	

EDUCATION

Please give details of relevant secondary high-school/college/university attended, dates and qualifications gained.

University/College	Qualifications gained	Dates

General, specialist and further training obtained, whether obtained formally or informally, which you feel to be relevant to the position.

Training, course, etc.

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COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Please explain how your (relevant) skills and experience match the specifications. In explaining your skills and experience, please use relevant personal examples to support your case (max 1/2 page).

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MOTIVATION FOR APPLICATION

Please explain why you are applying for this position

If offered the position, when could you take it up?

International Co-operative Alliance
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1030 Brussels - Belgium
www.ica.coop