

People & Organisation Internship

Hiil is looking for a People & Organisation Intern to strengthen our **People and Organisation Team**.

In this role you will actively support the team with human resources, organisational development, secretarial and administrative tasks. You are passionate about people. You have genuine interest in Human Resources, especially in talent acquisition, adaptation and retention. You are an energetic self-starter able to take responsibility and make own decisions when necessary. You are curious to find out (more) about people management and organisational development, and the link between the two. You have an inquisitive mind, "let's go for it!" mentality and are driven to deliver high-quality results even when short on time. You always follow your ethical compass and welcome challenges.

We are based in The Hague and offer attractive employment conditions. However, financial remuneration is not our main motivator. What drives us is a passion to make justice work. Hiil forms a community of determined people who are passionate about social impact. We believe that everybody should have access to a procedure that is effective, safe, fast, easy to understand and affordable. That's why justice innovation is needed. This is where we come in. We are dedicated justice change catalysts and movers. We see ourselves as friendly rebels who have the courage, wisdom and creativity to help provide for the justice needs of people around the world. We have a strong action orientation and can be qualified as stubborn optimists. Data and evidence is important in all we do. Hiil is an equal opportunity, international employer; what matters to us is your dedication and ability to organise social impact.

Under the supervision of the Human Resources Manager

YOU WILL

- Coordinate intern acquisition processes, including participating in interviews.
- Prepare and manage the adaptation of newcomers.
- Contribute to the development and implementation of strategies in regard to personnel and organisational development.
- Participate in career events.
- Provide project managerial, event managerial, administrative, secretarial and operational support.
- Create and manage own project(s) that go along with the organisation's strategic directions.
- Build, develop and maintain Hiil's (talent) network.

YOU BRING TO THE TABLE

- **Smart creative:** You are ambitious. You excel in what you do. Ideally, you are in the process of obtaining your bachelor/master degree in Human Resources, International Business and Management.
- **Doer:** You are very hands-on and proactive. You can multitask. You share your ideas openly and in a constructive manner. You pay attention to details. You are result- and quality-oriented. You are analytical and organised.
- **Team player:** You are able to work independently as well as within a team. You welcome feedback and use that to learn, improve, and get better. You have strongly developed interpersonal skills.
- **Quick learner:** You learn new things very quickly. You extensively use your creativity to help the organisation reach its success faster. You do not get rest until you find the missing puzzle.
- **Excellent communicator:** You are fluent in English. Other languages are a big plus. You write and communicate excellently. You are able to communicate effectively to different audiences.

WE OFFER YOU

- An internship position of 32 working hours per week for a period of 5 to 6 months in our office in The Hague, the Netherlands.
- A great learning opportunity in a developing organisation that is used to having interns.
- An environment that is bound to further improve your English language.
- Coaching and support by your experienced supervisor and colleagues.
- Financial remuneration of €210,- per month for 32 working hours per week.
- Travel expenses covered up to €100,- per month depending on the place of residence.
- A number of paid holiday hours.
- Flexible work schedule.

ARE YOU INTERESTED?

Please send your [Internship Application Form](#), at the bottom of the [webpage](#), (outlining required application documents) to Franciska Gradzikiewicz, at franciska.gradzikiewicz@hiil.org. For additional information please contact Franciska at +31 6 40 23 84 88.