

## **Terms of Reference**

### **Administration and Operations Intern**

*This document is used to agree terms, work plan, list of tasks to be completed, for internships and volunteer posts*

<b>Period of this ToR:</b>	6 Months,
<b>Job Type:</b>	3 days a week internship
<b>Remuneration:</b>	Intern Monthly Stipend provided: 400 EUR Net/month (based on 5 days/week)
<b>Supervision of work:</b>	Office Manager
<b>Work Station:</b>	In-person in Amsterdam, The Netherlands

#### **1. The Organization**

Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, HundrEd, Million Lives Club) for its high-impact, low-cost model, which has been shown to be effective in changing behaviors of participants across the globe.

By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun's programmes follow an active-learning, participant-centered methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

We are currently looking for a dedicated and enthusiastic Office Management Intern to join us in our mission

#### **2. Purpose of the internship**

The complex and rapidly changing world of today presents unique challenges for new generations preparing to enter adulthood. It is more important than ever that all children and youth, including the most vulnerable, access opportunities to develop practical skills that empower them to navigate the complexities of their working and social lives. Financial and Social Education is essential to empowerment, and fosters meaningful learning and development of key competencies. It also ensures that learners acquire the capacity and motivation to engage in all aspects of social and economic activities.

The Finance and Operations Department is very active and a main force striving to achieve and support Aflatoun's 2022-2026 strategy. Thus, there is a need to identify an intern who can support the department to ensure smooth operations.

#### **3. Deliverables**

As an intern, focusing on specific support tasks your responsibilities will include:

- Assist in Feedback Collection and Process Improvement: Collect feedback from the team on office management and logistics, and explore potential solutions and improvements.
- Administrative Assistance: Provide support in handling daily administrative tasks, such as managing deliveries and postal services.
- Onboarding Assistance: Help induct new staff, consultants, and interns by providing them with necessary information on administrative procedures and requirements.
- Other HR tasks as helping in filing, answering basic HR questions about different leaves etc
- Security Policy Support: Assist in implementing and maintaining security measures to protect Aflatoun employees and property
- Board meetings organisation- helping with organising logistics and ensuring that Board meetings go smoothly.
- Event Organization Assistance: Support the planning and organization of Aflatoun International events, including managing logistics for venues, accommodations, transportation, and administration.
- Office Supplies Management: Ensure that office supplies are ordered and support in stocking as needed to facilitate smooth operations.

### Required Skills & Qualifications

- Relevant experience within office management, operations or similar. A Bachelor's or Master's degree in Education or social sciences is a plus.
- Fluency in English and Dutch, additional languages are a plus.
- Comfortable working independently and working in a diverse team with motivated, multicultural co-workers.
- Organised and process-oriented.
- Strong computer skills, including sound knowledge of Windows and Microsoft Office applications, including Outlook, Word, Excel and PowerPoint, Adobe and Canva.
- Intern must have the right to reside in the Netherlands.

### Hiring details

The position is for an internship. We offer a dynamic and pleasant multicultural working environment.

Due to the nature of Aflatoun's work with children around the world, specific attention is drawn towards Aflatoun's Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). The applicant commits to zero tolerance towards sexual exploitation and abuse. An additional written test may be required.

### Reaction

Please apply online at ... <https://aflatoun.bamboohr.com/careers/231>

no later than 31/03/2025. If you have any specific, questions on the position please contact [mubish@aflatoun.org](mailto:mubish@aflatoun.org).