

Implementing diverse projects in transition and developing countries and thus contributing to a „better tomorrow“ is our business. With a turnover of EUR 70 m. and 150 permanent staff members we, GOPA Consultants, are one of the leading consulting companies in the field of International Cooperation. For more than 50 years we are successfully implementing projects on behalf of national and international institutions, as for example the Deutschen Gesellschaft für Internationale Zusammenarbeit (GIZ), the Kreditanstalt für Wiederaufbau (KfW) and the European Union (EU). Topics are manifold and range, among others, from the improvement of education for the young, over public administration reform and the support of democratization to measures of climate change adaptation.

We are looking for a

Work Student and Intern (m/f)

to start as soon as possible in our **Governance and Economic Development department** in Bad Homburg (near Frankfurt am Main).

For the successful implementation of programmes and projects in development cooperation, we, the Department of Governance and Economic Development, are looking for a full-time intern and/or a full or part time work student with university studies in human resources or personnel management or an equivalent to support us in French or English speaking countries.

Your tasks:

- Implementing international market research to identify suitable external experts for our projects and programmes in French- and/or English- speaking countries
- With initial guidance, implementing the complete recruitment process with external experts: analysis of required candidate profiles, active sourcing, management of applications, assessment and evaluation of candidates CVs, fee-negotiations, improvement of the CV presentations
- Interviews with experts, mostly over the phone or skype
- Selection of candidates together with the Departments' Consultants
- Communicating and maintaining contact with selected candidates and extending the companies expert network in French- and/or English-speaking countries
- Growing our internal expert database.

Our offer:

- An interesting and varied task
- A kind team of colleagues where not only work, but also a good portion of fun and humour has its place
- An international working environment in an exciting sector
- Short communication and decision making processes and a living “open doors” culture across all company levels
- Jobticket
- Canteen

Your qualifications:

- Currently close to finalizing a bachelor programme in human resources, personnel management or similar or, undertaking a masters' programme in the same topics.
- Excellent oral and written communication skills in French and/ or English (German language skills are an asset)
- Capacity for teamwork and dealing with different personalities
- Ability to keep track of tasks under high work load and meet deadlines
- Experience in working with social media such as LinkedIn and other recruitment platforms
- Excellent knowledge of standard MS Office Tools (Word, Excel, PowerPoint)
- A service-oriented mentality
- An experience in a foreign country in the context of school or university is an asset
- A previous internship in the fields of human resources and personnel management, or similar in a company is an asset

If you are interested to work in a dynamic team we are looking forward to your application sent via e-mail to:

GOPA Consultants

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