

Working student (m/f)

Start date: May 2017

Drive global development impact. Excel and realize your potential.

***SEEK Development (SEEK)** is a well-established, rapidly growing consultancy specializing in strategy and policy development, leadership and change management, large programmatic and organizational evaluations, as well as strategic advocacy. SEEK's sectoral focus is on global health and education, with functional focus areas including aid effectiveness, the global financing architecture for development, and innovative financing approaches.*

SEEK works with international organizations, civil-society institutions, foundations, and socially responsible enterprises. SEEK's clients include the Bill & Melinda Gates Foundation, the Global Fund to Fight AIDS, Tuberculosis and Malaria, the World Health Organization, Brot für die Welt, and the World Bank, among many others.

For more information, please visit <http://seekdevelopment.org>

We are currently looking for a **part-time working student for an initial period of 3 months** (prolongation possible) to support highly exciting projects in the area of organizational development. The candidate would ideally be based in Berlin with availability to support 8-10 hours every week.

Your core responsibilities:

- Conduct market research, competitive analyses, and stakeholder mapping exercises
- Draft high-quality and client ready presentations and materials
- Support development of tools and methods in the area of organizational change

What we are looking for:

- B.A. in psychology, social sciences or a related field
- Good understanding of organizational change and methods applied in organizational development; previous experience in (organizational) consulting is an asset
- Solid research and analytical skills; strong writing skills; proven ability to synthesize complex issues into concise presentations
- Organizational talent and team player with a strong work ethic, entrepreneurial spirit and dedicated to client service in a fast-paced environment
- Fluency in written and oral English is a prerequisite

Why SEEK:

- Unique chance to gain experience in a fast-growing boutique consultancy in global development
- Excellent opportunity to quickly develop consulting skills with training and mentoring
- Passionate, dynamic and values-driven team of international colleagues in constant search of excellence
- Exciting clients such as Bill & Melinda Gates Foundation, Gavi, the Vaccine Alliance, GIZ, the Global Fund to Fight AIDS, Tuberculosis and Malaria, WHO, the World Bank, and many others
- Competitive salary and central location in brand new loft premises in Berlin

Please submit a cover letter, CV and references with the subject *“Working student”* to recruiting@seekdevelopment.org at your earliest convenience, at the latest by **23 April 2017**. In case of any queries please contact Lucia Baginova or Christina Figiel at +49 (0)30-4202 5211.