

STUDENT ASSISTANT JOB (SIPS-TEAM)

The **Collaborating Centre on Sustainable Consumption and Production (CSCP) gGmbH** is offering **position as a student assistant** in the Sustainable Infrastructures Products and Services (SIPS) team for 19 hours per week.

Timeframe: a.s.a.p., no later than October 1st

Duration: 6 months, with possibility of prolonging

Location: Wuppertal, Germany

The Collaborating Centre on Sustainable Consumption and Production (CSCP) is an independent, non-profit “Think and Do Tank” committed to providing collaborative solutions for a sustainable planet. The Centre was founded in 2005 by the United Nations Environmental Program (UNEP) and the Wuppertal Institute for Climate, Environment and Energy and is headquartered in Wuppertal, Germany. A team of currently 50 multi-disciplinary professionals contributes to the worldwide activities of the Centre.

Tasks

The major task of the candidate will be to support the team in activities that combine i) the support to ongoing projects, proposal writing and presentation creation, and ii) internet-based research for source material and literature for major activities expected to be carried out by CSCP.

Competencies

Good academic and analytical skills. Ability to draft clearly and concisely, very good language skills. Good interpersonal skills, works collaboratively with colleagues to achieve organisational goals, ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity with respect for diversity.

Working knowledge and familiarity with sustainability in general, and entrepreneurship, business and industry in particular is a plus, though not mandatory.

Other desirable skills: Good skills in basic computer usage, including internet searches. In particular, good working knowledge of MS Office-Word, Excel, Power Point, Intra-Internet, E-mail applications etc.

Language

The first working language is English, therefore fluency in written and spoken English is necessary. Since there is the current need to also support in German projects, a native German speaker (or similar language level) is preferred.



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Application Procedure

If you are interested in this opportunity, please send us your complete application (motivation letter in English, your CV, certificates and (a) reference(s), and preferred starting date) in one single PDF.

Please consider that due to the high number of applications we receive, it may take up to 4 weeks before you receive an answer.

Contact person:

Marius Mertens

E-mail: jobs@scp-centre.org