



UNEP/WUPPERTAL INSTITUTE COLLABORATING
CENTRE ON SUSTAINABLE
CONSUMPTION AND PRODUCTION

The
**UNEP/Wuppertal Institute Collaborating
Centre on Sustainable Consumption and Production gGmbH
(CSCP)**

currently has an employment opportunity for a

Student Assistant for Funding, Acquisition and Project Proposal Development

for 10 – 19 hours/week within its offices in Wuppertal
beginning immediately and ending March 31, 2011 (an extension is desirable)

The employment will include researching sources of funding and project acquisitions and also assisting in the development of project proposals in close cooperation with members of the CSCP team.

Short Job Description:

- Researching and checking sources for funding and project acquisition opportunities
- Checking funding texts and preparing necessary information (eligibility, funding amount, etc)
- Updating the database of cooperation partners and funding sources
- Assisting in the development of project proposals (mainly projects from the European Commission and German ministries) including preparing texts and proposal templates, analysing project requirements, and assisting in budget issues
- Internal contact person for funding and acquisition
- Optimising processes for acquiring funding and project proposal development

Qualification requirements:

- Completed first part of degree (“Grundstudium“ or at least in the 2nd year of your Bachelor study)
- Very good written and spoken English skills are required
- Good knowledge in MS Word, Excel
- General knowledge and interest in EU / UN matters and sustainable development
- German knowledge a plus but not required

Other requirements:

- Teamwork-spirit
- Independent execution of tasks
- Previous work experience (e.g. internships, relevant assistant jobs) are advantageous

If you are interested, please direct your application in German or English to:

UNEP/Wuppertal Institute Collaborating
Centre on Sustainable Consumption and Production gGmbH (CSCP)
z.H. Frau Gabriele Eigen
Hagenauer Str. 30
42107 Wuppertal

Tel: +49 202 45 95 8-11
Fax: +49 202 45 95 8-30
Email: gabriele.eigen@scp-centre.org

The application should contain a detailed CV, a letter of motivation and possible references. It should also indicate the applicant's earliest starting date.

More information on the CSCP is available on our website www.scp-centre.org.