



## Two student assistant positions available at the DDRN secretariat

The **Danish Development Research Network (DDRN)** is looking for two students to assist the secretariat. The secretariat is the implementing unit of the network, where information is gathered and disseminated. In collaboration with the DDRN board, the secretariat supports activities carried out by network members and organizes conferences and other meetings.

Students are needed for both routine and development-oriented tasks to help the secretariat implement the work plan of DDRN.

### Tasks include:

- Regular updating of website and member database;
- Documentation of meetings, workshops, and conferences, incl. writing of minutes and reports, and video documentation if required;
- Logistical and practical assistance in relation to meetings etc.;
- Contributions to follow-up and development of DDRN activities targeted at students.

### We expect that you:

- Work systematically and independently;
- Can manage dealing with several parallel tasks;
- Are fluent in Danish speaking and writing;
- Have very good English skills (especially in writing);
- Are used to working with Microsoft Office (PC);
- Have experience from previous work with databases and websites;
- Have at least 1 year left as a student;
- A background within international development is an asset, but no prerequisite.

We can offer an opportunity to learn about research and knowledge for development, an entry point to a large network of researchers and practitioners, and a stimulating and engaging environment.

The working hours for each student will vary between 10 and 20 hours per week with an average of 14 hours, depending on the work load at the secretariat. The salary follows the standard rates at University of Copenhagen (approx. DKK 125 an hour including holiday allowance). The positions will run until June 30, 2011. We prefer that one candidate can start on May 3, 2010, whereas the other is expected to start on June 15, 2010. It is preferable that the students do not plan field work or any other long-lasting absence during their employment at DDRN.

Please note that assistance will have to be carried out at the secretariat in Copenhagen; and candidates are therefore expected to reside within a reasonable distance from there.

For more information, please send an email to Lone Frederiksen ([lf@ddrn.dk](mailto:lf@ddrn.dk)). Applications, including CV, must be written in English and sent by email together with possible letters of recommendation to [lf@ddrn.dk](mailto:lf@ddrn.dk) no later than **Friday April 9, 2010**. Job interviews will be held around April 22, 2010.

We look forward to hearing from interested candidates.