



Student assistant position available at the DDRN secretariat

The **Danish Development Research Network (DDRN)** is looking for a student to assist the secretariat staff with a series of tasks related to administration of the network and development of new activities. 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.

A student is needed for both routine and development-oriented tasks to help the secretariat implement the work plan of DDRN.

Tasks include:

- Updating of website and member profiles, including introduction of new features on www.ddrn.dk;
- Writing of minutes and reports of meetings, workshops, and conferences;
- Logistical and practical assistance in relation to meetings etc.;
- Administration of payments of travel grants for master's students.

We expect that you:

- Work systematically and independently;
- Can manage dealing with several parallel tasks;
- Have very good English skills (especially in writing);
- Are used to working with Microsoft Office (PC);
- Have at least 1-2 years left as a student;
- Have experience from previous work with databases and websites;
- A background within communications and/or 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 will vary between 15 and 20 hours per week, 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). This position will run until June 30, 2009, with good prospects of prolongation.

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). Applications, including CV, must be written in English and sent by email together with possible letters of recommendations to lf@ddrn.dk no later than **February 1, 2009**. Job interviews will be held on February 3-4, 2009 with a view of starting assisting at the secretariat during week 9.

We look forward to hearing from interested candidates.