

IPMA»

October 20th, 2023

Internship at International Project Management Association (IPMA)

Description

IPMA (www.ipma.world) is a federation consisting of a network of about 70 Member Associations (MAs). MAs develop project management competences in their geographic areas of influence, interacting with and developing relationships with professionals, corporations, government agencies, universities and colleges, as well as training organisations and consulting companies. Aiding the development of the project management competences is a comprehensive portfolio of products and services.

Under the supervision of the IPMA Operations team, IPMA is looking for an accurate and digital-savvy person for an internship to work full-time to provide assistance and support with administrative services and social media.

Job brief

IPMA is looking for a dynamic student to join our Operations team. If you are tech-savvy, and passionate about social media, yet have an eye for details and understand the administrative side of operations, we would like to meet you. Our ideal candidate has sound oral and written communication skills in English and is willing to learn about the back office tasks at an international organization.

Requirements and skills

- A sound interest in project management
- Very good command in English
- Strong communication and interpersonal skills, with the ability to engage with stakeholders effectively
- Excellent organizational skills with the ability to multitask and meet deadlines
- Creative mindset with the ability to develop innovative marketing strategies
- Attention to detail and a commitment to accuracy in data management
- Ability to assist with the documentation in MS Word and Excel
- Vocational studies or certification in project management, marketing, web design or equivalent in a relevant field or sound working experience in the field are a plus

We offer:

- A three to six-months internship, full-time, with a possibility to reduce it to part-time (max 20hours/week) starting in January 2024
- An English-speaking and international cultural working environment
- As a professional organisation in project management, we encourage the students to pass the IPMA level D certification in project management (certification fees offered by IPMA)
- A dynamic project-related context with experienced professionals

If you are passionate about supporting the promotion of certification programs, digital marketing, engaging with stakeholders, and contributing to the organization's success, we encourage you to apply and join our dynamic team. Your efforts will be instrumental in enhancing the value and recognition of our certification programs in the industry.