



## **Administration and Operations Associate**

### **About Us**

The **Bring Hope Humanitarian Foundation** (BHHF) is an NGO that doubles as a budding movement that focuses on the ideas of restoring hope, harmony, and dignity in those that have been dealing with conflict situations. It focuses on bettering the wellness, health and education of refugees, Internally Displaced People (IDP) and the most vulnerable populations all over the world.

We are proud to have reached over 2.2m people through our aid donations since beginning our operations in 2015, delivering over 138m USD of humanitarian and medical aid items to communities, among others, in Iraqi-Kurdistan, Sierra Leone, Lesotho, Kenya, Nigeria, Republic of Congo, Guinea, Pakistan, Lebanon, Bangladesh and Yemen.

This branch of Bring Hope Humanitarian Foundation is based in International Humanitarian City, Dubai, while our headquarters is in Sweden and core operations are in Iraqi-Kurdistan.

Visit [bringhopefoundation.org](http://bringhopefoundation.org) to find out more, or visit our [LinkedIn](#) page.

### **The Opportunity**

BHHF is looking for passionate and driven humanitarians to join our internship and volunteer program, to learn about the functions of an International NGO here in Dubai. Bring Hope is an inclusive and diverse organisation, and has a keen focus on the growth and development of its employees and volunteers. We believe strongly in the power, capability and creativity of today's up and coming humanitarians!

### *Responsibilities*

The Administration and Operations Associate will be responsible for assisting the Regional Operations officer in their duties.

- Performs administrative and finance tasks on the need basis
- Work closely with the Associate RO to oversee daily business operations
- Assists with project communication and documentation regarding status of projects.
- Liaise with different departments regarding organisational policies and procedures within the office
- Performs other tasks as assigned.

### *Qualifications*

- Completion of any Bachelor's degree, preferably in Administration.
- Experience in administrative work and general office operations
- Excellent communication skills
- Able to work independently and as part of a team
- Eager to learn
- Passionate/interested in humanitarian work
- Well-organised
- Driven
- Able to work well as part of a close-knit team
- Well-equipped with excellent communication skills

### **Why join us?**

Our internship/volunteering experience will provide you with a unique and insightful experience into the functions of an International NGO. Your learning and growth will be a key focus of ours, and we will challenge and push you to learn and grow.

### **Application Process**

Please send your CV and a short cover letter to [info.uae@bringhopefoundation.org](mailto:info.uae@bringhopefoundation.org).

Applications will be reviewed, and selected candidates will be interviewed.

Upon successful selection after the interview process, applicants will be invited to join our internship program.