

VVOB - Education for Development – Operations Intern

Job opportunity

The Operations Intern is, in consultation with the operations manager, responsible for all operations procedures of all VVOB in-country projects. As Operations Intern you contribute to VVOB's ambitions and values by taking initiative whenever necessary to ensure the implementation of a high-quality administration of operational resources at the VVOB country office.

The Operations Intern reports to the Operations Manager & thus a part of the operations procurement team.

Procurement & Documentation Support

- Support the tracking and logging of PRFs under the guidance of the Procurement Advisor.
- Assist in organising and uploading procurement documents to SharePoint folders (PRFs, CFQs, award reports, LPOs, invoices)
- Help ensure CFQ Folders are properly filed and labelled using VVOB's folder structure.
- Support vendor follow-up (Signatures of the LPO, their payment etc...) and confirmation of service delivery where required.

Administrative and Logistical Support

- Support the team when collecting quotations from suppliers under the guidance of the Operations officers.
- Support in arranging bookings of accommodations, venues, and transport for approved activities.
- Support in checking that vendors have completed their services and collect basic documents like delivery notes or acquittal forms,
- Help the team with scanning, printing, and filing of procurement and financial documents on VVOB SharePoint.
- Arranging travel, meetings, meeting venues and other related tasks.

Reporting & Internal Coordination

- Take notes during weekly procurement and operations meetings as needed.
- Assist in updating trackers and forms as directed by the team.
- Help maintain organised folders for each procurement activity or project event.

Office management

- Managing office supplies,
- Messenger services.

- Support other tasks as assigned by the Operations Manager or designate.
- The Operations Intern is expected to work in collaboration with the Procurement and Operations team and other relevant staff and should be collaborative, participative and hands-on for smooth office operations.
- The Operations Intern reports to the Operations Manager (or designate), and will work closely with the Procurement and Operations team and other relevant staff, thus a part of the operations and procurement team.
- The Operations Intern shall maintain strict confidentiality of all organisational information accessed during this assignment. Copying, disseminating or sharing of organisational information to unauthorised persons within and outside the organisation is strictly prohibited.