

# Call for Applications: Internship



## Your Internship at sequa gGmbH

For students with an interest in development cooperation

sequa gGmbH is a globally active, non-profit development organisation. Since 1991 we have been implementing programmes and international cooperation projects in close cooperation with the German economy. The company offers expertise and experience in the fields of chamber and association development, vocational training and trade promotion. The company is based in Bonn. Sequa employs over 100 people (2024) and generates a turnover of EUR 60 million EUR (2023).



### Core Data Internship



- Duration: 3 month
- Start: at the beginning of each quarter
- Weekly working hours: 39 hours
- Location: Bonn
- Remuneration: 556 € / month

### The Internship

As an intern at sequa, you will gain insights into our challenging and interesting areas of responsibility and get to know our working methods and processes. In addition, you will have the opportunity to familiarize yourself with individual topics of development cooperation and the cooperation between sequa, donors and project partners. At sequa, you will work in a team with friendly colleagues who are always open to questions and suggestions.

### Your Qualification



- Students from the 5th semester onwards
- Very good written and spoken German and English (language level at least C1)
- If possible, knowledge of another foreign language



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## Your Duties/Tasks



- Assisting with applications and reporting on projects from various donors
- Research work on economic data and development policy topics
- Organization and implementation of events and trade fairs, support for foreign delegations
- Public relations work within the framework of our programs
- Supporting project administration



## We offer



- An internationale environment
- A friendly team that enjoys sharing experiences
- Opportunity to participate in events



## Your contact person



- Please send your application documents (cover letter, CV, certificates, start date of internship) to Ms. Inge Zakel-Jackson
- E-mail: [inge.zakel-jackson@sequa.de](mailto:inge.zakel-jackson@sequa.de)
- Phone: +49 (0) 228 98238-15

You can find more information about sequa gGmbH as an employer here: [www.sequa.de](http://www.sequa.de)



### What "alumni" say

Svenja: "My colleagues involved me in very different projects. For example, I was involved in the preparation of annual reports, compared project target indicators with monitoring documents and collected, evaluated and adapted suitable references for new project applications. I supported the preparations for a virtual intensive training course in Asia, took care of the social media presence of mobility programs, looked for experts for short-term assignments and supported the further recruitment process."

Christine: "I learned a lot about development cooperation during my internship and can well imagine working in an international environment."

Tomás: "By taking part in trade fairs, the internship offered a lot of variety and the opportunity to make my first contacts in development cooperation. The team was also always ready to help with problems."