

UNIVERSITY OF SHEFFIELD

CAREERS SERVICE

Report on a survey of the recruitment policies and
practices of organisations concerned with
international development

April 2005

Introduction

In January 2005 the University of Sheffield Careers Service wrote to c. 40 mainly UK-based voluntary organisations concerned with international development in an effort to discover whether or not these organisations recruited inexperienced graduates to salaried posts and also whether or not they offered internships to students. Those organisations which replied in the affirmative were asked to supply further information about their recruitment policies and practices.

In the event, only nine organisations responded to the survey and the information supplied by these organisations is presented in the following pages in 'question and answer' format. Another organisation, the British Red Cross Society, did not complete and return the survey questionnaire but chose instead to send copies of its own very detailed information sheet for prospective employees. A summary of the contents of this document is presented here as an appendix.

The work of identifying suitable organisations, devising and distributing the questionnaire and collating the responses was carried out by Eleanor Cook during her period as Graduate Intern at the Careers Service. Additional editorial work was carried out by Kevin Mahoney and Sheila Verity of the Service's information team.

05/04/05

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AMREF – African Medical and Research Foundation

Suite J4
4th Floor
Charles House
375 Kensington High Street
London
W14 8QH
Tel: 44 20 7471 6755
Fax: 44 20 7471 6756
Email: amref.uk@amref.org
Website: www.amref.org

The Organisation

What is the main focus of the organisation's work?

Healthcare in Sub-Saharan Africa. 6 main priority intervention areas:

- HIV/AIDS and TB
- Family health
- Malaria
- Clinical outreach, disaster management and emergency response
- Safe water and basic sanitation
- Training and development of health training materials

What were the origins of the organisation?

Founded in 1957, AMREF has its headquarters in Nairobi, Kenya, and has country offices in Kenya, South Africa, Tanzania and Uganda. It has field offices in Ethiopia and Mozambique and major projects in Rwanda, Somalia and southern Sudan.

Does the organisation have a religious ethos?

No.

Do applicants have to be members of the organisation?

No.

What roles are available within the organisation?

Programmes, communications, administration, management.

Graduate Recruitment

Are graduates recruited straight from university into paid jobs?

Yes.

On average, what is the number of graduates obtaining paid jobs in the organisation per year?

1 – 2.

On average, what is the number of applications received per graduate-level job?
200.

Are internships available?
Yes.

Skills, qualifications and experience

Are any specific degree subjects preferred?
Depends on the vacancy.

What skills and qualities are considered desirable
IT skills, personality, communication skills, knowledge of Africa.

How can graduates improve their chances of obtaining employment in the organisation?
Travel in Africa.

Do applicants for paid positions need experience of humanitarian/voluntary work?
No.

Can work experience in other areas be an advantage?
Yes.

Is experience of working abroad an advantage?
Yes

Is it preferable for such experience to have been in a developing country?
Yes.

Vacancies

Where are vacancies advertised?
In relevant professional media.

Article 19

6-8 Amwell Street
London
EC1R 1UQ
Tel: 020 7278 9292
Fax: 020 7278 7660.
Email: info@article19.org
Website: www.article19.org

The Organisation

What is the main focus :of the organisation’s work?

Article 19 is an international human rights organisation, which works to promote freedom of expression.

Does the organisation have a religious ethos?

No.

Do applicants have to be members of the organisation?

No.

What roles are available within the organisation?

Internships and employment available in the Law Programme, the Europe Programme, the Africa programme, the Asia programme, the Latin America programme, the Campaigns and Development Team and in administration. Graduates usually enter the organisation as an intern or in an administrative position.

Graduate Recruitment

Are graduates recruited straight from university into paid jobs?

Only if they have significant previous experience.

On average, what is the number of applicants received per graduate-level job?

100 – 200.

Are internships available?

A variety of internships are available. See above and website for more details.

Skills, qualifications and experience

Are any specific degree subjects preferred?

For the Legal Internship Programme – law.

What skills and qualities are considered desirable?

Foreign language skills.

How can graduates improve their chances of obtaining employment in the organisation?

By gaining significant relevant work experience.

Do applicants for paid positions need experience of humanitarian/voluntary work?

Yes.

Can work experience in other areas be an advantage?

Yes.

Is experience of working abroad an advantage?

Yes.

Is it preferable for such experience to have been in a developing country?

Yes.

Vacancies

Where are vacancies advertised?

On the organisation's website, via the organisation's newsletter, in *The Guardian* and on www.charityjob.co.uk.

Children In Crisis

5th Floor
The Tower
125 High Street
London
SW19 2JR
Tel: 020 8542 2000
Fax: 020 8542 2299
Email: info@childrenincrisis.org.uk
Website: www.childrenincrisis.org.uk

Leeds office:
PO Box XG79
Leeds
LS14 2XU
Tel: 0113 222 5507
Fax: 0113 222 5257
Email: dside@childrenincrisis.org.uk

The Organisation

What is the main focus of the organisation's work?

Provision of healthcare education and protection to vulnerable children around the world.

Examples of recent projects undertaken by the organisation:

- HIV/AIDS programme with orphans and vulnerable children in Kenya
- Accelerated learning in Afghanistan
- Working to help street children in Ecuador
- Teacher training in East Timor
- HI/AIDS education in Sierra Leone
- Drug and alcohol education in Russia
- Midwife training in China
- Education for marginalized children in Tanzania

What were the origins of the organisation?

Children in Crisis was founded by the Duchess of York in 1993 following a visit to Poland where the Duchess met children suffering from the effects of cancer. Children in Crisis now works in 10 countries worldwide.

Does the organisation have a religious ethos?

No.

Do applicants have to be members of the organisation?

No.

What roles are available within the organisation?

- Administration – answering the telephone, dealing with post and stationary
- Office management
- Fundraising – organising and running events, material development, dealing with trust and statutory proposals, major donor applications and media
- Programme management – implementation of programmes, budgets and capacity building
- Finance – Managing UK and overseas accounts

Graduate Recruitment

Are graduates recruited straight from university into paid jobs?

Yes.

On average, what is the number of graduates obtaining paid jobs in the organisation per year?

The number will depend on the number of vacancies – although the organisation will definitely take on 1 graduate per year as a programme assistant.

Are internships?

Yes. Once a year, there is a post available in the programmes department for a graduate programme assistant.

Skills, qualifications and experience

Are any specific degree subjects preferred?

Depends on the vacancy, on interests and experience of the candidate.

What skills and qualities are considered desirable?

For the Programmes Department: overseas experience, organisational and administrative skills, good written and oral communication skills, financial management/fundraising skills, problem solving skills, computer literacy, flexibility.

How can graduates improve their chances of obtaining employment in the organisation?

By gaining relevant work experience.

Do applicants need experience of humanitarian or voluntary work?

For work in the Programme Department, applicants need experience of working in the field of development.

Can previous work experience in other areas be an advantage?

Yes, depending on the area.

Is experience of working abroad an advantage?

Yes.

Is it preferable for such experience to have been in a developing country?

Yes, as experience in non-developing world countries would be considered the same as experience in the UK.

Vacancies

Where are vacancies advertised?

On the Charity Job website (www.charityjob.co.uk).

On average, what is the number of applications usually received per graduate level job?

On average, 20-60 applicants per job, although this will depend on the post.

What advice would you offer to people hoping for a career with an organisation like yours?

Gain overseas experience, be capable of self-administrating, work your way up.

Médecins Sans Frontières (MSF)

67-74 Saffron Hill
London
EC1N 8QX
Tel: 020 7404 6600
Fax: 020 7404 4466
E-mail: office-ldn@london.msf.org
Website: www.msf.org

The Organisation

What is the main focus of the organisation's work?

"MSF is an independent humanitarian medical aid agency committed to two objectives: providing medical aid wherever needed, regardless of race, religion, politics or sex; and raising awareness of the plight of the people we help."

Examples of recent projects undertaken by the organisation:

MSF works in over 75 countries and has a wide range of projects from HIV/AIDS in Zambia, feeding centres and primary healthcare in Darfur and most recently running mobile clinics and carrying out assessments in SE Asia following the Tsunami. See the website for a comprehensive overview of MSFs projects.

What were the origins of the organisation?

Founded in 1971 by a merger of 2 groups of relief doctors who felt thwarted in their efforts to provide medical assistance because of external constraints. From its French origins MSF has developed into an international movement with offices in 18 countries.

Does the organisation have a religious ethos?

No.

Do applicants have to be members of the organisation?

Yes.

What roles are available within the organisation?

- Medical: doctors, surgeons, anaesthetists, nurses, midwives, epidemiologists, nutritionists, biomedical scientists
- Logisticians: practical, hands-on work, involving building, vehicle maintenance, water/sanitation, electrics
- Financial controllers

Graduate Recruitment

Are graduates recruited straight into paid jobs?

No, MSF only takes on professionals with a minimum of 2 years experience.

Are internships available?

No.

Skills, qualifications and experience

Are any specific degree subjects preferred?

As MSF only takes on professionals in the roles listed above, candidates must have the relevant degree qualifications.

What skills and qualities are considered desirable?

Flexibility, ability to work as part of a team, adaptability, ability to cope with stress, language skills, training skills, management/supervision skills.

Do applicants need experience of humanitarian or voluntary work?

No.

Can previous work experience in other areas be an advantage?

Yes.

Is experience of working abroad an advantage?

Yes.

Is it preferable for such experience to have been in a developing country?

Yes.

Vacancies

Where are vacancies advertised?

General adverts are placed on the International Health Exchange website (www.ihs.org.uk).

Minority Rights Group International

54 Commercial Street
London
E1 6LT
Tel: 020 74224200
Fax: 020 4224201
Email: minority.rights@mrgmail.org
Website: www.minorityrights.org

The Organisation

What is the main focus of the organisation's work?

Minority Rights Group International is a non-governmental organisation working to secure the rights of ethnic, religious and linguistic minorities and indigenous peoples worldwide and to promote cooperation and understanding between communities.

“Our activities are focused on international advocacy, training, publishing and outreach. We are guided by the needs expressed by our worldwide network of partner organisations which represent minorities and indigenous peoples. MRG works with over 150 organisations in over 50 countries. MRG's advocacy work raises awareness of minority and indigenous rights among international audiences. We aim to achieve positive and sustainable social and policy change to protect the rights of marginalized groups and promote peaceful coexistence.”

Examples of recent projects undertaken by the organisation:

- Capacity building with Roma NGOs in Central, Eastern and South East Europe
- Promotion of minority rights and inter-community cooperation in South East Europe
- Promotion and protection of the rights of religious minorities in Asia
- Promotion and protection of the rights of indigenous and tribal peoples in Asia
- Increase recognition and respect for the rights of pastoralists in Eastern Africa
- Increase recognition and respect for the rights of Batwa communities in central Africa
- Worldwide legal cases programme

Does the organisation have a religious ethos?

No.

Do applicants have to be members of the organisation?

No.

What sorts of roles are available within the organisation?

“Work depend on the demands at the time. Typical work includes general administration, database work, project specific-work, i.e. conflict prevention and minorities, translation of Latin American languages, legal cases”.

Graduate Recruitment

Are graduates recruited straight from university into paid jobs?

MRG is a small NGO with 30 members of staff. Recruitment turnover depends on the number of vacancies arising on a yearly basis.

Are internships available?

Yes. “We recruit interns to work on specific projects. Internships are usually advertised on the MRG website. CVs are welcomed and kept on a database for a maximum of 6 months.”

Skills, qualifications and experience

Are any specific degree subjects preferred?

Depends on the vacancy, although the following can be an advantage: administration, development, human rights, minority rights.

What skills and qualities are considered desirable?

Excellent communication skills and proficiency in IT. Candidates must be able to work in a multicultural and pressured environment and to deal with people at various levels with tact and diplomacy. A knowledge of foreign languages is highly desirable. Language and legal skills are always welcome; financial and fundraising skills are also sought after in the right candidates.

How can graduates improve their chances of obtaining employment in the organisation?

Experience of volunteering is always an advantage, travelling abroad, having an interest in a specific subject (i.e. education, gender, human rights) or, for administration positions, applicants should have previous work experience in an office. Good operational knowledge of an NGO is also important.

Can previous work experience in other areas be an advantage?

Yes, especially in finance, fundraising, human resources or management.

OMF International UK

Station Approach
Borough Green
Sevenoaks
Kent
TN15 8BG
Tel: 01732 887299
Fax: 01732 887224
Email: omf@omf.org.uk
Website: www.omf.org.uk

The Organisation

What is the main focus of the organisation's work?

"OMF is a faith mission trusting the Lord to direct our steps and supply our needs. We work with over 70 people groups in Asia. We build churches, train leaders, teach theology, print books, teach, preach and place professionals. We have medical people, teachers, dorm parents, administration and support staff."

What were the origins of the organisation?

OMF was founded by James Hudson Taylor in 1865 as the China Inland Mission.

Does the organisation have a religious ethos?

Yes.

Do employees have to subscribe to that ethos?

Preferably employees will be of the same religious belief, but it will depend on whether there is a Genuine Occupational Requirement (GOR) in place. A GOR means that the applicant must subscribe to the religious belief of the organisation and this will be made explicit on the vacancy advertisement.

Do applicants have to be members of the organisation?

No.

What roles are available within the organisation?

There are four main departments:

- Finance and administration, including finance team
- IT team and facilities
- Mobilisation: (communications [media and books], conferences)
- Personnel and support service: (personnel, reception, mailing, travel and prayer news bulletins).

Within these departments, possible job titles would include: finance assistant, books manager, personnel officer, IT officer.

Graduate Recruitment

Are graduates recruited straight from university into paid jobs?

Yes, although the organisation does not have many vacancies per year, as it is a small office of 20-25 people.

Are internships available?

No. Training schemes are only available to members of staff.

Skills, qualifications and experience

Are any specific degree subjects preferred?

Depends on the vacancy.

What skills and qualities are considered desirable?

Interpersonal skills, good written and verbal communication skills.

Do applicants need experience of humanitarian or voluntary work?

No.

Can previous work experience in other areas be an advantage?

No.

Is experience of working abroad an advantage?

No.

Vacancies

Where are vacancies advertised?

In local papers and/or Christian papers and on the OMF UK website.

Skillshare International

126 New Walk
Leicester
LE1 7JA
Tel: 0116 254 1862
Fax: 0116 254 2614
E-mail: info@skillshare.org
Website: www.skillshare.org

The organisation

What is the main focus of the organisation's work?

"We are an international development organisation working to build the capacity of NGOs and local organisations in the countries where we work in Africa and Asia. Capacity building is done through the placements of skilled professionals and providing funding for projects implemented by the local partner organisations."

"We support organisation to implement:

- HIV/AIDS projects
- Income generation projects
- Projects that support the development of women, children and young people
- Projects building the capacity of disadvantaged communities such as the 'Tribals' in India"

What were the origins of the organisation?

"The organisation started soon after the second world war as part of International Voluntary Service – an organisation sending volunteers to work in Africa. We have since grown into an independent organisation called Skillshare International and work in 10 countries in Africa and Asia. We do much more than sending volunteers and we are now a development agency".

Does the organisation have a religious ethos?

No.

Do applicants have to be members of the organisation?

No.

What is the structure of the organisation?

SI has the following sections:

- International Programmes - 10 country based programmes
- Organisational Effectiveness – continual improvement
- Corporate Development – growth and development of the organisation
- External Relations – UK programmes, supporters, campaigns

Each section has the following sub-sections: administration, finance, policy, project management, research and development programmes.

What roles are available within the organisation?

- Administration officer
- Finance officer
- Project officer – designing, planning, implementation, monitoring and evaluation officers, and specialists
- Recruitment and selection officer
- Publications officer
- Support and campaigns officer
- Communications officer
- Systems and resources officer

Graduate Recruitment**Are graduates recruited straight from university into paid jobs?**

Graduates not recruited directly into the organisation from university. Some may start as volunteers and as they develop and if suitable positions arise, they will be considered.

Skills, Qualifications and Experience**Are any specific degree subjects preferred?**

No.

What skills and qualities are considered desirable?

Skillshare looks for communication and IT skills, as well as for skills in various specialist areas such as economics, social sciences, development-planning, fundraising, project/programme development, material sciences, planning, engineers etc. Foreign language skills are considered an added advantage

How can graduates improve their chances of obtaining employment in the organisation?

In order to improve their chances of obtaining a job in Skillshare, graduates should gain experience in their chosen area of specialisation.

Do applicants need experience of humanitarian or voluntary work?

Applicants do not always need experience of humanitarian or voluntary work, although it can be a deciding factor if the organisation has two equally good applicants for a post.

Can work experience in other areas be an advantage?

Work experience in areas outside humanitarian work can also be an advantage. As Skillshare works with communities, anyone who is able to work with people stands a better chance of obtaining a job.

Is experience of working abroad an advantage?

Experience of working abroad is considered an advantage; this need not necessarily have been in a developing country.

Vacancies

Where are vacancies advertised?

Vacancies are advertised in *The Guardian*, as well as in national Newspapers in the countries in which they work.

What advice would you give to graduates interested in development work?

Graduates wishing to get into development work should gain some experience in their chosen field, followed by a 'development work' specialisation course.

Tearfund

100 Church Road
Teddington
TW11 8QE
Tel: 020 8977 9144
Fax: 020 8943 3594
Website: www.tearfund.org

The Organisation

What is the main focus of the organisation's work?

Tearfund is an evangelical Christian relief and development charity working with poor communities worldwide.

Does the organisation have a religious ethos?

Yes.

Do employees have to subscribe to that ethos?

Yes.

Do applicants have to be members of the organisation?

No.

Graduate Recruitment

Are graduates recruited straight from university into paid jobs?

Yes.

Are internships available?

Yes. 6 month Disaster Management Internships are available every year. They will be advertised on the Tearfund website. The internship is based overseas.

On average, how many applications are received per graduate level job?

20-30.

Skills, qualifications and experience

Are any specific degree subjects preferred?

Yes, qualifications in subjects related to the work of the organisation such as development, conflict and disaster are an advantage.

What skills and qualities are considered desirable?

Communication skills, ability to take initiative and to work well in a team. For overseas positions, technical skills can be an advantage. These include water

and sanitation engineering, public health, nutrition, logistics, management and language skills.

How can graduates improve their chances of obtaining employment in the organisation?

For most overseas positions, overseas experience is necessary.

Do applicants need experience of humanitarian or voluntary work?

Applicants are usually expected to have experience of the not-for-profit sector and experience of working overseas.

Can previous work experience in other areas be an advantage?

Yes, in any relevant area.

Is experience of working abroad an advantage?

Yes.

Is it preferable for such experience to have been in a developing country?

Yes.

Vacancies

Where are vacancies advertised?

On the Tearfund website, on the Alertnet website (www.alertnet.org), on the Charity Job website (www.charityjob.co.uk), on the EU Cord website (www.eu-cord.org) and on the Bond website (www.bond.org.uk).

Voluntary Service Overseas (VSO)

Carlton House
85 Upper Richmond Road
London,
SW15 2BZ
United Kingdom
Tel: 020 8780 7600
Email: infoservices@vso.org.uk
Website: www.vso.org.uk

The Organisation

What is the main focus of the organisation's work?

"VSO is an international development charity that works through volunteers and is by far the largest independent volunteer-sending agency in the world, working throughout the developing world and eastern Europe. Our vision is a world without poverty in which people work together to fulfil their potential. We bring people together to share skills, creativity and learning to build a fairer world."

What were the origins of the organisation?

"Voluntary Service Overseas was founded by the late Alec and Mora Dickson with backing from Inter Church Aid (now Christian Aid) and the late Bishop of Portsmouth, who sent a letter to the Sunday Times to support his vision. On May 15 1958 the first VSO volunteers (eight 18-year-old men) left the UK to give a year's voluntary service in developing countries - Ghana, Nigeria, Northern Rhodesia (Zambia) and Sarawak. Some of the first volunteers are still in touch with VSO, which still has thriving programmes in Ghana, Nigeria and Zambia. Since then over 30,000 volunteers have served in over 70 countries."

Does the organisation have a religious ethos?

No.

Do applicants have to be members of the organisation?

No.

What roles are available within the organisation?

The VSO London Headquarters currently employs approximately 220 salaried members of staff. Work undertaken by staff in the UK includes recruiting and preparing volunteers, supporting their work overseas, fundraising and other administrative tasks. VSO also has Programme Directors and Programme Officers working overseas, who manage and develop overseas programmes. These posts are salaried, with 4-year fixed contracts.

Graduate Recruitment

Are graduates recruited straight from university into paid jobs?
No.

Are internships available?

No.

Skills, qualifications and experience

Are any specific degree subjects preferred?

Depends on the vacancy.

How can graduates improve their chances of obtaining employment in the organisation?

Applicants for paid employment must have work experience relevant to the job that they are applying for.

Do applicants need experience of humanitarian or voluntary work?

No.

Can previous work experience in other areas be an advantage?

Yes, previous work experience in a relevant area is essential.

Is experience of working abroad an advantage?

Yes.

Vacancies

Where are vacancies advertised?

Management and professional opportunities are generally advertised in *The Guardian* (usually the Wednesday edition), or in relevant specialist publications (e.g. *Marketing Week*). Administrative vacancies are usually advertised locally in the Wandsworth, and Puntney, Clapham, Streatham and Dulwich Guardians and occasionally in the in *The Evening Standard* or *The Metro*. Information on vacancies is also available on the VSO website.

Appendix

British Red Cross Society

British Red Cross
UK Office
44 Moorfields
London EC2Y 9AL
Tel: 0870 170 7000
Fax: 020 7562 2000
Email: information@redcross.org.uk
Website: www.redcross.org.uk

Vacancies are advertised on the Red Cross website, and are normally also advertised in *The Guardian* or *The Times* and *The Evening Standard* as well as in specialist press. Vacancies in local branches may be advertised in local press.

Unable to hold CVs on file or to respond to speculative enquiries.

Positions in the UK office arise in areas requiring specialist knowledge, training or experience in areas such as public affairs and communications, marketing, fundraising, finance and IT. There is also a small secretarial and administrative team.

Overseas work is undertaken by skilled, experienced delegates from a pre-prepared register. Contracts range from 1 month to 2 years plus. The following professions tend to be recruited onto this register: medical professionals, including registered nurses, finance delegates, relief delegates, logistics experts, disaster preparedness delegates, water sanitation engineers, organisational/development specialists, programme managers, protection/detention delegates. All of the above must be computer literate, adaptable, flexible, mature, diplomatic, culturally sensitive, able to work in a team and to use their own initiative. Selection days are held to recruit suitable candidates for this register.

No internships or training schemes are available.