



Sustainable Development Group International
'Trainee Programme Bulletin'

Public Document 2007

SDGI Trainee Programme

SDGI is founded on the principle that development can not be promoted without ample co-operation between the private and the public sector as well as the aggregated experience and know-how of various international organizations. As an international NGO, SDGI welcomes all types of voluntary efforts with the aim of facilitating our work. We strongly encourage applications for our Trainee Programme from like-minded international young academics. No preference is given to specific ethnic origin, religious believes, gender, or sexual orientation.

Your Status as a SDGI Trainee

As a trainee for SDGI you will be treated as a full-fledged member of our international team and thereby have full access to the SDGI network. Trainees work as assistants in close proximity with the relevant SDGI Project Manager. Fluency in written and spoken English is mandatory and proficiency in other languages is always beneficial.

Trainees are accepted on a rolling basis, but always in relation to ongoing projects. The duration of the programme can vary depending on the relevant project or the present needs of SDGI. We highly encourage Trainees to enrol in the Programme while writing their dissertations on pertinent topics.

Learning While Working

As a Trainee you are expected to be able to work independently as well as in a group. Although relocation may not be necessary for the duration of your Trainee Programme, it is recommended that you reserve a certain amount of flexibility for that purpose.

SDGI can not remunerate you for the duration of your work as a Trainee. However, you will be rewarded with solid experience which you can apply within your field of study as well as future career. SDGI guarantees that the respective trainee will be adequately introduced to the working methods and ethos of the organization and further given a good insight to the organizational structure.

Guidelines for writing the Cover Letter

What should you include in your SDGI Cover Letter?

The following questions are designed to facilitate the application process for possible trainees. Please regard the below questions as guidelines for the type of information which could be included in your cover letter and application for the SDGI Trainee Program.

- **Background**

Describe your personal and academic background. Please list all the languages you speak.

- **Motivation**

Why does the SDGI Trainee Programme appeal to you?

- **Previous Experience**

Please give examples of relevant experience; missions, voluntary work, trusteeships, etc. and explain how it will help you in working with SDGI.

- **Achievements**

Describe the most significant achievements you have attained over the last 3 years and adequate skills which you feel differentiate you from your peers. Why do you think you are the 'most' appropriate candidate?

- **Interests**

What are your hobbies and interests beyond the demands of your degree? Please mention societies, organizations etc.

- **Contact**

Please provide contact details in your cover letter (address, valid e-mail, phone number).

How to Apply

Applicants are encouraged to send a one-page cover letter and CV to info@sdg-int.org with the vacancy well referenced as 'subject' in the e-mail.

Random applications may also be sent to SDGI, but the organization can not guarantee that such submissions will be taken into consideration in relation to vacancies. We keep a roster of international volunteers which we consult when needed. The SDGI roster is also available to partner organization and projects.

Unless specified differently, please **do not target specific consultants directly**.

As the organization functions thanks to its world wide network it is also interesting for us to know how you found out about the SDGI Trainee Programme.

Good luck with your application!