

Student Assistant for Humanitarian Response and Mine Action (HRMA) Unit

Would you like to join our dynamic team at DCA's HQ in Copenhagen, supporting Humanitarian Response and Mine Action (HRMA) operations? Do you thrive in an international environment? Are you able to handle a multitude of varied and challenging tasks?

Who we are

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

We show leadership and continue a 100-year tradition of hope and action. DanChurchAid is active in Africa, Asia, the Middle East and Ukraine with a presence in 19 countries and works to achieve four global goals: Saving lives, Building resilient societies, Combating extreme inequality and Creating engagement. These goals reflect our work across humanitarian efforts, development and human rights.

Job Overview

The HRMA unit currently has an opening for a student assistant. We seek a competent student with analytical skills, able to support the HRMA Unit in Copenhagen with a range of tasks, including Quality Assurance of documentation, Monitoring & Evaluation processes, and administrative support to DCA's HRMA unit. The position is 15-20 hours (2 days) a week, with flexibility around exams.

HRMA's strategic interventions include humanitarian mine action, protection mainstreaming, conflict prevention and peacebuilding, cash-based programming, emergency livelihoods, psycho-social support, and capacity building of local actors. From Copenhagen, the HRMA unit provides technical support and assistance to over 19 countries across the world in line with DCA's global goals to Save lives, Build Resilient Communities, and Fight Extreme Inequality.

Your contribution is appreciated, and your key responsibilities will be:

- Conduct administrative tasks, including the provision of communication updates, end to end support for coordination meetings, visa applications, as well as other ad hoc tasks.
- Assist with the monitoring and evaluation processes, tools, and systems of DCA's humanitarian interventions.
- Participate in reporting processes for HRMA's ongoing programmes and projects.
- Support conflict analysis data collection and reporting.
- Assist in proposal development of programme activities.
- Collect relevant documents for due diligences and other fundraising processes.
- Possibly assistance to other departments about administrative and activity tasks.

Your Profile

- Preferably enrolled in a relevant university programme at the bachelor's level.
- Interest in global affairs and humanitarian interventions.
- Skills and interest in data analysis, with an eye for detail.
- Possess great competencies in Excel and with IT in general.
- Fluent in English. Danish and French fluency is an advantage.
- Committed, flexible, and possess strong interpersonal skills.
- Has the ability to manage a busy workday with conflicting deadlines, and have an organised, structured approach.
- Can work at least two days per week (with flexibility around exams).

Even if you don't match all the above-mentioned skills, we welcome your application if you think you have transferrable skills.

What we offer

At DCA, we are committed to providing a supportive and rewarding work environment that enables you to thrive while making a meaningful difference.

- Contract for 2025 with the possibility of extension.
- Ability to gain key insights into the Humanitarian, Development and Peacebuilding fields.
- An interesting and challenging experience in an international workplace.
- Working hours: 15 hours per week.

How to apply and recruitment process

Submit your CV and cover letter no later than **31st of July 2025** via our website. If you have any question regarding the position, please contact Felix Gerk, Student Assistant (fege@dca.dk), or Lene Rasmussen, Operations and Humanitarian Response Team Leader (lera@dca.dk).

Only shortlisted candidates will be contacted. Applications received by email will not be considered.

We expect to conduct interviews the 12 and 13 of August 2025.

We encourage you to apply

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.