Vacancy

Job Title: Finance & Administration CIP / Intern
Location: Belgium (GT)
Duration: 6 months
Starting date: November/December 2026
Line manager: Finance Coordinator / Finance & Grant Officer

About PI

Protection International (PI) is an International NGO that contributes to the improvement of the protection of human rights defenders (HRDs) throughout the world. PI provides tools to develop HRDs' capacities to manage their own security as they struggle against impunity and work in favour of human rights and democracy in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change and to an environment where they can exercise their right to defend universally accepted human rights.

Protection International has its global office in Brussels but primarily works where the protection of HRDs is needed. PI has long-term presence in several countries of Africa, Asia and Latin America.

Join the Global Movement for Human Rights!

Protection International (PI) is looking for a motivated **Finance & Administration Intern** to join our Global Team in Brussels. If you are interested in developing your skills in finance and administration within an international human rights organisation, have an eye for detail and enjoy working in a multicultural team, we would love to hear from you!

The Role

The Finance & Administration CIP/Intern plays a vital operational support role within the finance department during a period of organizational transition.

The primary goal of this position is to handle administrative offloading, first-line document verifications, routine financial reporting preparation, and logistics. By managing core administrative tasks and preliminary reviews, the intern directly supports the Finance Coordinator and Finance & Grant Officer in maintaining key workflows and ensuring donor compliance.

Key Responsibilities:

1. First-Line Document Verification & Review

- Conduct first-line review and preliminary verification of backing administrative/financial documents for expense claims, procurement, and country offices (Thailand, MESO, Africa).
- Assist in the preliminary review of financial reports submitted by grantees.
- Perform preliminary document preparation and voucher checks to streamline bookkeeping and encoding workflows.

2. Payment & Treasury Support

- Prepare remittance requests for country offices and re-grantees.
- Prepare and dispatch quarterly confirmation letters.

3. Administrative & Archival Management

- Manage general administrative filing and document archiving to ensure complete audit trails.
- Coordinate travel bookings and administrative arrangements for team members.
- Provide general administrative support to the Finance Coordinator and Finance & Grant Officer across daily operational tasks.

Who You Are

- **Education:** Degree or currently pursuing studies in Business Administration, Finance, Accounting, or a related field.
- **Skills:**
  - Strong attention to detail and accuracy in reviewing financial documents and expense claims.
  - Basic understanding of financial administrative processes and document archiving.
  - Proficiency in MS Office (Excel) and Google Space; familiarity with accounting systems (e.g., Sage Bob Software) is a plus.
  - Good organizational and time-management skills to balance multiple tasks.
- **Languages:** Fluency in English; proficiency in French or Spanish is an asset.
- **Other requirements:**
  - EU citizen or holder of a legal working permit for Belgium;
  - Available to begin role as soon as possible (ideally November/December) and to work in Brussels for the six-month internship.
  - **Eligible for a Belgian Convention d'Immersion Professionnelle (CIP) contract.**

What We Offer

- A unique opportunity to gain practical experience in finance and administration within an international human rights organisation, in a supportive and multicultural working environment.
- The opportunity to support human rights defenders and interact with staff from around the world, growing your professional international network;
- 6 months paid internship under the Belgian labour law (Convention d'Immersion Professionnelle), with a monthly allowance in accordance with the applicable CIP agreement.
- Meal vouchers.
- Paid monthly STIB card (public transport in Brussels) based on receipt.

Application process

If you meet the above skills requirements and are interested in applying for this position, please:

- Send your CV and cover letter **without a photo**, in English, by **8th November 2026** to recruitment@protectioninternational.org, mentioning "**Finance & Administration Intern"** in the subject line.
- In your cover letter, briefly explain your interest in operational finance & administration tasks and roles and how this internship fits in your career plans.
- Include your name in the file name of your application documents, e.g. Mary_Smith_CV.docx.

Applications will be reviewed on a rolling basis and the position might remain posted until a qualified candidate is selected. We thank all candidates for their interest and we will aim to send feedback as much as we can, however, with the high volume of responses and our internal capacities, we may only be able to contact short-listed candidates**.**

Protection International is an equal opportunity employer. The organization shall not discriminate and will proactively apply affirmative action principles against discrimination in advertisements for employment, recruitment and other conditions of employment, preventing discrimination against any job applicant or employee on the basis of race, colour, gender, national origin, age, religion, creed, differently abled, sexual orientation, gender identity or expression.

Adhering to Protection International means to comply with our Code of Conduct & Ethics, Anti-Corruption Policy, Security Policy, Conflict of Interest Policy, Policy for Protection from Harassment, Abuse, Exploitation & Discrimination.

PI promotes gender equality, diversity and inclusion. PI strongly encourages women applicants to apply for this position.

Further information about Protection International is available on www.protectioninternational.org