

## INTERNSHIP – GOVERNANCE AND OUTREACH (OFFICE OF THE MANAGING DIRECTOR)

The CFC is seeking to recruit an Intern, based in its Amsterdam office, to support the work of the Office of the Managing Director (MDO). This is an excellent opportunity for a Bachelor's/Master's student or recent graduate, resident in the Netherlands, with an interest in international development, development finance, international cooperation, governance, communications, and multilateral institutions.

This internship provides a unique opportunity to gain exposure to the governance, outreach, communications and partnership functions of an international financial institution operating within the UN ecosystem and supporting commodity-dependent developing countries through impact-oriented investment and development initiatives.

This internship opportunity is offered on a **full-time or part-time basis (30+hrs weekly) for a period of 6 months**. While the CFC is unable to pay a formal salary for internship positions, a monthly allowance of €55 per working day is provided to assist with living costs.

## DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES

Under the guidance of the Managing Director and relevant colleagues, the Intern will support the Office of the Managing Director in governance, outreach, communications and institutional coordination activities. Specific responsibilities may include, but are not limited to:

- Conduct research and prepare background notes on commodity markets, development finance, SME development, and smallholder-focused initiatives.
- Assist in the preparation of speeches, talking points, briefing notes, presentations, and correspondence for the Managing Director.
- Support the drafting and coordination of newsletters, website content, social media posts, and other communication materials.
- Assist in stakeholder mapping involving Member States, UN entities, international financial institutions, academia, and private-sector partners.
- Support outreach and engagement activities with partners and stakeholders.
- Assist in tracking governance-related matters, including follow-up on meetings, Member State communications, and documentation workflows.
- Support the preparation and organization of governance and institutional documentation.
- Assist in consolidating data, presentations, reports, and impact-related materials linked to CFC projects and institutional initiatives.
- Support the coordination of meetings, conferences, forums, and external events, including preparation of materials and meeting summaries.
- Perform other duties as required to support the Office of the Managing Director.

## COMPETENCIES

**Communication and Teamwork:** Ability to communicate openly, value diverse perspectives, and collaborate effectively across teams and cultures.

**Research and analytical skills:** Capacity to gather, organize, analyse and present information from multiple sources.

**Commitment to Governance and Ethics:** Demonstrates integrity and adherence to best practices in governance and due diligence.

**Professionalism:** Resilience, composure under pressure, and persistence in solving complex challenges.

**Impact Orientation and Empathy:** Demonstrates a strong interest in development impact and a genuine sensitivity to the needs and challenges of smallholder farmers, SMEs, and cooperatives.

## SELECTION CRITERIA

- Current student or recent graduate in International Relations, Development Studies, Public Policy, Economics, Political Science, International Cooperation, Communications, Business Administration, or a related field.
- Strong interest in international development, development finance, multilateral institutions, or public policy.
- Excellent research, drafting, and communication skills.
- Good interpersonal and presentation skills.
- Ability to work effectively in a multicultural environment.
- Proficiency in Microsoft Office applications, particularly Word, PowerPoint, and Excel.
- Good command of written and spoken English. Knowledge of additional UN languages is an advantage.
- Candidates with experience of living and or working in a developing country, or those who can provide insight into the workings of SME's or smallholders are especially encouraged to apply.

*It is important to note that the CFC can only offer internships to nationals of its Member States. For a full list of Member States please refer to the "About" section of the CFC website.*

## TO APPLY

Applicants should complete [this short form](#) and send a brief cover letter (max 500 words) and concise curriculum vitae, in English, to [recruitment@common-fund.org](mailto:recruitment@common-fund.org), **including their FULL name and Vacancy Ref (2026-09) in the email subject heading**. The closing date for applications is 18:00hrs (CET) on Friday 17 July 2026.

## ADDITIONAL INFORMATION

- Please note that the CFC does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- The CFC embraces diversity and is committed to equal employment opportunity.
- All CFC staff are responsible for performing their duties in accordance with the CFC Policies, Code of Conduct and associated guidelines, as well as other relevant accountability frameworks.
- It is the policy of the CFC to conduct background checks on all potential personnel and interns. Recruitment in the CFC is contingent on the results of such checks.