

Intern at Syngenta Foundation for Sustainable Agriculture

(June-July 2019)

About Syngenta Foundation for Sustainable Agriculture

The Syngenta Foundation for Sustainable Agriculture ('SFSA') is a non-profit organization that seeks to create value for resource poor small farmers in developing countries through innovation in sustainable agriculture and the activation of value chains. The operational strategy of the SFSA includes growth in local seed systems, insurance and risk products, as well as last mile market and delivery solutions, supported by research, policy work, external engagement and outreach.

Headquartered in Basel, SFSA works in nine African and Asian countries. The Foundation has over 100 employees worldwide, who join from a range of organizations including private companies, NGOs, international research institutions, universities and donors. Typical educational backgrounds include agriculture, agricultural economics, biology, environmental sciences, policy and business. To facilitate the scaling of Foundation programs at a global level, SFSA is currently investing in additional operational infrastructure in Basel, particularly in strengthened management, program evaluation and integrated financial processes. Details on SFSA: www.syngentafoundation.org/

About this Role and Key Accountabilities

The intern will split his / her time between the Operations Team (Legal, Finance) and the Outreach Team. Specific accountabilities include:

Support to Finance and Legal

- Support the migration of financial and legal documents to the new financial controlling tool and Microsoft Teams, including policies, invoices and supporting documentation
- Conduct quality checks and verification of data in new financial tools
- Proofread and support the preparation of key internal documents in Operations, including new templates for legal agreements, SFSA policies etc.
- Research and draft materials on key partners to the Syngenta Foundation, i.e. description, background and history of working with SFSA)

Support to Outreach

- Annotate further sections of the SFSA photo collection, to contribute to an Outreach database solution
- Create a network of country and stream communications correspondents
- Research, write and edit content for the SFSA website, especially in R&D, Insurance and regarding our Country programs (i.e. Indonesia)
- Support the SFSA Investor Relations Manager in building SFSA Investor Pitch slide sets
- Support the Outreach Program Manager in the development of Search Engine
- Optimization (SEO), including by assisting with keyword performance analysis and content recommendations that could drive organic traffic to the website

Knowledge, Qualifications & Skills

- Enrolled in a University Program Bachelor's Degree in a relevant degree
- Experience working with digital tools, including good knowledge of Microsoft Office and online data systems; experience with SEO is an asset
- Very good interpersonal and communication skills

- Strong English proficiency; spoken and written fluency in another language of relevance to SFSA is a significant advantage
- The ability to work through “virtual teams” and in a multi-cultural environment
- The ability to work independently and proactively, as well as within a team
- A strong interest in gaining experience at a non-profit organization and working on sustainable business topics

A valid residence and work permit for Switzerland, or the entitlement under an international treaty to obtain such (e.g. EU bilateral treaty) is required.