

## World Federation for Medical Education

### Department/Division: Office of the President

The World Federation for Medical Education (WFME) is the official organisation in formal relation to the World Health Organization concerned with medical education world-wide. The mission of WFME is to enhance the quality of medical education and to promote the highest standards in medical education. WFME's activities include development of standards in medical education, the promotion of accreditation of medical schools, the development of databases on medical education and other projects.

**Position title:** Administrative Assistant

**Position purpose:** The World Federation for Medical Education (WFME) is the non-governmental organisation in official relation with the World Health Organisation (WHO), and works to enhance the quality of medical education worldwide. WFME is looking for a bright, enthusiastic and motivated intern. The role would suit someone looking to develop their knowledge and understanding of the workings of an international organisation in healthcare.

WFME works in partnership with its six Regional Associations for Medical Education, the World Health Organisation, the World Medical Association and other global professional organisations to enhance the quality of medical education through delivery of its work programme, including:

- Development of standards in medical education
- Promotion of accreditation of medical schools
- Management of the World Directory of Medical Schools, jointly with FAIMER

**Duties and responsibilities:** Duties of the internship

1. Shared management of the medical school records hosted within the World Directory of Medical Schools ([www.WDoMS.org](http://www.WDoMS.org)), including sourcing and verifying new information.
2. Shared responsibility for external communications including first point of contact with members of the public, website editing and management, and publication design.
3. Developing close working with other international organisations including FAIMER (<http://www.faimer.org/>) and the World Medical Association (<http://www.wma.net/>)
4. Drafting of papers on administrative and more specialist topics.
5. Assisting with general office management, including maintenance of office records.
6. Other duties as may reasonably be required by the President and senior colleagues.

There are two full-time colleagues based in France, as well as colleagues working remotely, and with partner organisations in Philadelphia. The successful applicant would be expected to travel to Philadelphia for training. There may also be opportunities to attend external meetings with international organisations in the Geneva area.

Note – although the office is situated in France, in the past our interns have preferred to live in Geneva. The Geneva Interns Association ([www.internsassociation.org](http://www.internsassociation.org)) and [www.glocals.com](http://www.glocals.com) will give a good idea of working life in the region

### Qualifications

**Field/s of study:**

- Political sciences and civics
- Library, information and archival studies
- Management and administration
- Secretarial and office work
- Law

**Level of study:** master

**Professional competencies:** To be effective in the role, the intern would need to be able to work independently, have good communication skills, keep close attention to detail, be quick to learn, and be comfortable working with people from different countries and at different levels of seniority.

**Key competencies/Language skills:**

- French - Intermediate (Preferred)
- English - Advanced (Required)

**Key competencies/Computer skills:**

- Word processing - Proficient user
- Web Browsing and Communication - Proficient user
- Spreadsheets - Basic user

**Key competencies/Other:**

- Interpersonal Skills
- Initiative
- Communication

### How to apply

Please send CV, cover letter by 12/03/2017 at the latest.

### Facts

**Economic sector:** Tertiary education

**Size:** staff 1 to 20

**Working language/s:** English

### Application

**Required application documents:** CV, cover letter

**Application deadline:** 12/03/2017

**Type of work placement:** Internship

**City/Country:** Ferney-Voltaire France

**Earliest start date:** 10/04/2017

**Latest start date:** 08/05/2017

**Duration:** 8.0 months

**Remuneration:**

**Financial contribution:** €500/month EUR/month

**Contribution in kind:**

- travel allowance