

Student Assistant

Supporting the establishment of a new quality management system (QMS) and internal control system (ICS) for Skat Consulting

Background information

Skat Consulting Ltd. (Skat) is an independent consulting company based in St. Gallen (Switzerland) since 1978 and is working globally in the fields of international cooperation and humanitarian aid. Skat is providing services in the areas of water management, building, reconstruction and settlements, energy production and climate change mitigation, and governance. www.skat.ch

OUR OFFER

The QMS of Skat Consulting needs a thorough update. You will help to conceptualize and implement a new QMS, supported by a staff member and a representative of the management team. At the same time an Internal Control System (ICS) is established at Skat Consulting. Due to many overlaps, you will also be involved in this process.

Due to the current situation around COVID19, this will most likely be a remote job for the time being. This is subject to change, and if the situation allows work from the office, a partial presence in the St. Gallen office is expected. The working time is preferably **10-15h/week for min 6 max 10 months** with a start planned as **soon as possible**. Both, working hours and duration period, are subject to discussion with the candidate.

This internship is an excellent opportunity to gain hands-on experience on implementing a QMS/ICS in a small consulting company and offers insights into the work of development cooperation.

MAIN TASKS

- Provide theoretical and practical input on the design and the elaboration of the new QMS/ICS
- Suggest a way forward for a sustainable implementation of the QMS/ICS and contribute to establishing ownership among the different staff members
- Conduct interviews with internal peers in order to understand the main procedures, support optimization and documentation of the new processes (process descriptions, flow charts, etc.)
- Contribute to the development or update of related documents

REQUIREMENTS

- Relevant know-how in conceptualizing and implementing a QMS and ICS in a small service company
- University (at least Bachelor) degree in a relevant field, e.g. such as quality management, organizational development, finance and administration etc.
- Strong ability in interlaced and analytical thinking, fast perception and a structured working method
- Excellent communication and team-working skills as well as self-organisation;
- Excellent communication and writing skills in English and German
- Available on Monday and/or Wednesday, otherwise flexible
- Swiss residence permit

APPLICATION PROCESS

Please send your electronic application (CV and a 1-page motivation letter) as well as your questions, if any, to frank.wiederkehr@skat.ch.

- The deadline for application is 25.03.2021.
- Interviews will be conducted end of March/beginning of April.