



APPLICATION FOR ADMIN INTERN

The African Centre for Democracy and Human Rights Studies (ACDHRS) is independent, non-profit regional human rights NGO based in Banjul, The Gambia. It was initially set up in 1989 by an Act of Parliament of the Republic of The Gambia. However, 1995, the African Centre was re-launched, thereby repealing the Act, and thus making the Centre a truly independent pan-African NGO.

The Centre seeks to uphold and promote Article 25 of the African Charter on Human and Peoples' Rights. It facilitates in collaboration with partners across the continent & globally to protect human rights and democracy with special emphasis on gender equality, governance, development and peace.

The ACDHRS' vision is to see an African continent in which human rights and dignity of all men, women, and children are respected in accordance with democratic principles.

The Centre engages in the following activities:

- Advocacy and lobbying
- Training and education
- Action oriented research and documentation
- Information, communication and publication
- Networking for human rights in Africa

The African Centre seeks a dynamic, creative and committed Intern to provide support to its Admin department for a period of 3-6 months. The Intern will report directly to a designated supervisor (admin Officer) to perform the following:

1. Answering phone calls and directing them to the appropriate person or department
2. Scheduling and organizing meetings and appointments
3. Sorting and distributing mail and other communications
4. Data entry and database management
5. Filing and maintaining records
6. Assisting with the preparation of presentations and other documents
7. Performing general office duties such as copying, faxing, and printing
8. Performing any other duties assigned by supervisor.

Qualifications and key competencies:

1. A University Degree (Bachelors Minimum) in the Social Sciences or Humanities from an internationally recognized University or equivalent from an Institution;
2. Strong communication skills to interact with staff members, volunteers, and possibly members of the public in both verbal and writing skills.
3. Organization and attention to detail to ensure that everything gets done correctly and on time.
4. A high level of integrity, honesty and sense of responsibility;
5. Excellent team player with ability to work under pressure, meet deadlines and be results-oriented.

Remuneration: Internship positions are NOT remunerated positions. However, the Intern will have the opportunity to learn and share experience thereby contributing to the work of the African Centre. A Certificate of Internship will also be issued to the Intern at the end of the period.

Interested applicants should complete the Internship Application Form, attach copies relevant documents (CV, Certificates, letter of motivation, reference letter) and send by email to: admin@acdhrs.org

Women applicants are encouraged to apply.

Deadline for applications: 1st February 2023. Only successful Applicants will be contacted.