



## **APPLICATION FOR PROJECTS AND PROGRAMS 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 Projects and program activities for a period of 3-6 months. The Intern will report directly to the supervisor (Programs Officer) to perform the following:

1. Assisting with project planning and management: This may involve helping to create project timelines, scheduling meetings, and tracking progress.

2. Conducting research: Interns may be responsible for gathering data, analyzing information, and creating reports to support the project or program.
3. Providing administrative support: This may include tasks such as scheduling appointments, managing calendars, and organizing documents.
4. Supporting communication and outreach efforts: This may involve helping to develop and implement communication plans, drafting materials for presentations or social media, and assisting with events.
5. Assisting with project evaluation and analysis: This may include collecting and analyzing data to evaluate the success of the project or program, and making recommendations for improvements.
6. Perform any other duties assigned by supervisor.

**Qualifications and key competencies:**

1. Education: The minimum qualification is a bachelor's degree in a related field such as international studies, political science, or human rights is often required for internships of this nature. A Master's degree in related fields will be an added advantage
2. Knowledge of human rights issues: An understanding of human rights and democratic principles, international human rights law, and the current human rights landscape is important.
3. Strong research skills: The ability to research and analyze information from a variety of sources is an essential part of an internship in a human rights and familiarity with gender mainstreaming
4. Strong written and verbal communication skills: The ability to write clearly and concisely and to communicate effectively with a variety of stakeholders is crucial.
5. Attention to detail: The ability to proofread and edit documents carefully and pay attention to details is important.

6. Organizational skills: The ability to manage multiple tasks and projects simultaneously, set priorities and meet deadlines are required.
7. Language skills in English and French; proficiency in Arabic and Portuguese would be an added advantage: The institution is working internationally, having skills in other languages, may be helpful.
8. Strong computer skills: Familiarity with Microsoft Office, email, and internet research is important.

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 of relevant documents (CV, Certificates, letter of motivation, reference letter) and send by email to: [admin@acdhrs.org](mailto:admin@acdhrs.org)

Women applicants are encouraged to apply.

Deadline for applications: 1<sup>st</sup> February 2023. Only successful Applicants will be contacted.