



## **APPLICATION FOR INTERN AS PERSONAL ASSISTANT**

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 information and communication activities for a period of 3-6 months. The Intern will work under a designated supervisor (admin) but shall be answerable to the Executive Director to perform the following:

- Providing administrative support to the Executive Director, including scheduling meetings, managing correspondence, and taking minutes
- Assisting in the planning and coordination of events and projects related to the institution's mission and goals
- Researching and compiling information on relevant human rights issues for the Executive Director and other staff members
- Assist in developing and maintaining the organization's website, social media, and other communication channels
- Helping to maintain and update the institution's databases and contact lists
- Assisting with fundraising and grant-writing efforts
- Supporting the Executive Director in developing and maintaining relationships with key stakeholders, including government officials, donors, and members of the media
- Performing other tasks as assigned by the Executive Director and other staff members.

#### **Qualifications and key competencies:**

- A University Degree (Bachelors) in the Social Sciences or Humanities from an internationally recognized University or equivalent from an Institution;
- Strong communication and organizational skills
- Proficiency in relevant office software (e.g. Microsoft Office)
- Familiarity with the mission and goals of the institution
- Ability to work independently and manage multiple tasks simultaneously
- Strong attention to detail and ability to prioritize
- Ability to maintain confidentiality
- Fluency in more than one language (local or international)
- Strong research and writing skills.
- previous experience as a personal assistant or administrative assistant is a plus

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 online Application Form, using the link below.  
<https://www.acdhrs.org/2024/07/acdhrs-looking-for-interns/>

Women applicants are encouraged to apply

Deadline for applications: 18<sup>th</sup> July 2024. Only successful Applicants will be contacted.