

Internship Work Plan/JD

Field Office Partner	World Vision Lebanon
Intern Supervisor	Rami Zoueini - Youth Resolve Madad Project Manager
Intern Role Title	Field Officer Intern
Internship Duration	3-5 Months
Hours Per Week	40
Location	WVL Beirut Lebanon, with field travel in Lebanon.
Start Date	February 2019
Expense	Interns will have all their travel and accommodation expenses covered and will receive a living allowance reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
Key Responsibility Tasks	
<p>The Youth RESOLVE consortium aims to strengthen youth resilience and empower youth as leading actors in post-conflict reconstruction and reconciliation. This will be achieved through two specific objectives:</p> <ol style="list-style-type: none"> 1. Youth are empowered to utilise knowledge and opportunities to confidently participate in economic and social life. 2. Tensions between refugee and host community youth and families are reduced due to improved access to services and social cohesion. <p>Through active participation in the Youth Resolve Programme, interns will be expected to play a key role in planning and delivering interventions that strengthen social cohesion between refugees and host communities.</p> <p>World Vision Lebanon is looking for an enthusiastic highly-motivated and dynamic individual to:</p> <ol style="list-style-type: none"> 1. Support the youth municipal council component that is running in 3 municipalities, through attending all the youth meetings (in the afternoon) or training camps (weekend) as well as support the youth in the needs assessment phase and the Quick Impact Project (QIP) implementation. 2. Support WVL team in documenting the journey of the youth committees during the internship period. 3. Support monitoring the life skills component in 24 schools and 2 local NGOs by attending the life skills sessions of the teachers and filling the observation sheets. 4. Support WVL in following up and implementing the life skills service learning components in the schools that aims to promote positive interaction among students. 5. Support in the logistics of the life skills component in schools including documentation (including digital), means of verification, financials and procurement procedures. 6. Assist WVL team in different CP interventions taking place during the internship period such as the rollout of CP Policies in schools, community Round tables, CP Rehabilitation projects or annual reflection events. 7. Assist the team in a range of administrative tasks, documentation, validation of means of verification, data entry and generation of visibility materials and field visits. 	

8. Represent the team in necessary forum and/or participate in any team training.

Personal Specification (Based on the key responsibilities listed, outline the key skill sets required and characteristics over and above what has already been listed in the Intern Profile)

1. A 2:1 degree in Political Sciences, International Relations or other related Social Science degrees, obtained in the last 2 years.
2. An understanding of humanitarian and development work, as well as a commitment to the principles and values that underpin them, including the commitment to improving the lives of those in need regardless of race, political affiliation, gender or belief.
3. Awareness and knowledge of international affairs, global citizenship and social-political issues within the region.
4. Personal conduct, integrity and humility that commend the confidence of colleagues, external partners and stakeholders.
5. Experience in working with activists or volunteers and an interest in campaigning, advocacy and external affairs.
6. Proactivity and with the ability to use initiative to get things done.
7. Good teamwork, relational and interpersonal skills, as well as excellent writing and oral skills with the ability to adapt the communication style in order to suit different audiences.
8. Commitment to learning and fulfilling the Madad Internship Programme learning objectives.
9. Ability and willingness to travel to the field for up to 3 months and work in challenging environments (travel expenses and accommodation will be paid.).
10. IT skills proficiency, including Microsoft Word, Excel and PowerPoint.
11. Excellent interpersonal skills and the ability to adapt oral and written communication methods and styles to suit the audience
12. Preferable: skilled in graphic design for the production of branding and visibility materials
13. Preferable: ability to produce good quality photos and videos for the running activities.
14. Preferable: Arabic Speaking intern (not mandatory though)

Skills sets developed

1. An understanding of World Vision's work culture and values.
2. Technical skills on life skills component implemented in the school
3. Technical skills on the youth empowerment intervention being implemented by INGO across Lebanon
4. Communication skills (verbal and written) due to the intensive level of follow up needed with children, youth, teachers, staff and other stakeholders
5. Digital skills in supporting the digital documentation of the intervention
6. Facilitation, engagement and community mobilization skills
7. Data entry, tracking, validation and management
8. Local development experience for different component (CP, life skills and youth empowerment)
9. Financial management (if interested)
10. Project reporting, tracking indicators and validating means of verification
11. Taking part in any internal training, workshop and weekly spiritual reflection conducted in WVW office



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