

## Internship JD – Work Plan

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| <b>Department</b>            | Programme Quality – Monitoring and Evaluation  |
| <b>Intern Supervisor</b>     | Senior Impact Evaluation Officer   |
| <b>Intern Role Title</b>     | Monitoring and Evaluation Intern   |
| <b>Internship Duration</b>   | Up to 3 months   |
| <b>Full-time / Part-time</b> | Minimum 3 days   |
| <b>Location</b>              | Birmingham, UK   |
| <b>Start Date</b>            | Autumn 2018  |
| <b>Expense</b>               | Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch). |

### Key Responsibility Tasks

Islamic Relief World Wide is seeking a highly-motivated, dynamic individual to support the Evaluation team to carry out regular and thorough reviews of IRW evaluation systems and processes.

#### Key Accountabilities

- 1) Review existing M & E systems and in consultation with the evaluation team develop monitoring and evaluation tools to capture results and learning.
- 2) Assist the team to develop sound methodologies for needs assessment, baseline surveys, feasibility studies etc.
- 3) Assist the team to create database for impact study.
- 4) Organize and coordinate lessons learnt review of programme work plans with the team and IPD.
- 5) Facilitate documentation and reporting of assessments, programme data, lessons learnt and best practices for internal and external sharing.

You will have strong analytical skills and the ability to use your strong communications skills to build relationships to disseminate the information gathered.

### Personal Specification

1. A graduate with a minimum honours degree in the last 2 years
2. Committed to Islamic Relief Faith Driven Values Core humanitarian principles
3. An understanding of humanitarian and development work
4. Excellent interpersonal and organizational skills
5. Qualitative and quantitative research and analytical skills
6. Proactive and able to use initiative to get things done and prioritise his or her work
7. Excellent written communication skills with high attention to detail
8. A good team player
9. Committed to learning and fulfilling the Internships Scheme

### **Skills sets developed**

1. Introduction to Aid & Humanitarian standards and principles
2. An understanding of Islamic Relief's work culture and values
3. Practical Knowledge of the project life cycle in International Development
4. Knowledge and understanding of monitoring, evaluation, lessons learnt, result based management and impact assessment
5. Improved communication through direct contact with field offices
6. Ability to influence, collaborate and work with conflicting agendas
7. Ability to gather, analyse and evaluate facts and to prepare and present concise reports to a high standard in both oral and written format