

# Internship JD- Work Plan

<b>Department</b>	International Programme Division - West Africa
<b>Intern Supervisor</b>	Head of Region
<b>Intern Role Title</b>	Regional Desk Intern – West Africa
<b>Internship Duration</b>	3 month
<b>Full-time / Part-time</b>	Full Time
<b>Location</b>	IRW Birmingham
<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 Worldwide is seeking a highly-motivated, enthusiastic, dynamic individual to work with the Head of West Africa Region to provide administrative and logistical support to the Head of Region (HoR) and Regional Desk Coordinators (RDC) that support the Field Offices.

- 1- Data collection from the Field Offices and follow timely production of reports.
- 2- Review concept notes, follow up the approval of budgets and ensure that they are ready to upload for donors.
- 3- Arrange purchase orders for the department.
- 4- Arrange logistics and other facilitation activities for meetings and guests
- 5- Support the RDC with any administering of funding agreements and funds transfers

## Personal Specification

1. A graduate with a minimum honours degree in the last 2 years
2. An understanding of humanitarian and development work
3. Excellent interpersonal and organizational skills
4. Proactive and able to use initiative to get things done and prioritise his or her work
5. Excellent written communication skills with high attention to detail
6. A good team player
7. Flexible and adaptable
8. Committed to learning and fulfilling the Internships Scheme
9. Committed to Islamic Relief faith driven values and core humanitarian principles
10. Ability to speak and communicate in French to a working standard.
11. Able to travel to the field if required for up to 4 weeks in challenging environments (All expenses will be paid)

### Skills sets developed

1. Introduction to Aid & Humanitarian Principles
2. An understanding of Islamic Relief's work culture and values
3. Practical Knowledge of the project life cycle in International Development
4. Improved communication through direct contact with field offices
5. Practical insight and experience of developing proposal and writing good field based report
6. Experience of developing and managing budgets
7. An understanding of the different requirements of donors including Institutions and Islamic Relief fundraising offices across the globe
8. An understanding of the humanitarian challenges facing people in West Africa
9. An understanding of desk activities, duties, responsibilities
10. An understanding of donor requirements and procedures