

# INTERNSHIP OPPORTUNITY WITH Women of Uganda Network (WOUGNET) in Kampala, Uganda SUMMER 2015

**POSITION:** Technical Support Intern

**LOCATION:** Kampala, Uganda

**DESCRIPTION OF THE HOST ORGANIZATION:** Women of Uganda Network (WOUGNET) is a Non-Governmental Organisation established in the year 2000 by several women's organisations in Uganda to develop the use of information and communication technologies (ICTs) among women as tools to share information and address challenges collectively.

WOUGNET's mission is to promote and support the use of Information and Communication Technologies by women and women organisations in order to effectively address national and local problems of sustainable development. Its main objective is to strengthen the use of ICTs among women and women's organisations, to build capacities in ICT use and application, and to expand activities to reach out to women in the rural areas. To execute its objectives, organisational activities are carried out under four major program areas that include: Information sharing and Networking; Technical Support; Gender and ICT Policy Advocacy; and Institutional Development.

**Technical Support** aims at helping women's organisations to access, utilize and apply ICTs in addressing development issues. In support of WOUGNET's mission, it is imperative that we keep abreast with developments in the fast-changing sector of ICTs with a view of strengthening the WOUGNET platform through the innovative and strategic use of ICTs for development. This involves researching as well as piloting new software and hardware technologies to enhance members' choice of technologies with which to exchange information and knowledge as well as to integrate into their activities for improved livelihoods. It also involves building capacity of members and at the secretariat in the use of ICTs as well as providing technical assistance.

#### **INTERN'S DUTIES & RESPONSIBILITIES:**

- Provide technical support to facilitate WOUGNET's initiatives and activities under the Technical Support Program
- Support, maintain and administer WOUGNET's hardware and software systems
- Assist with the creation, formatting and maintenance of documentation of WOUGNET's hardware and software systems.
- Develop, maintain and promote WOUGNET websites, social networking sites and other online presence
- Provide a skills sharing session at least once a month to WOUGNET staff on the use of web 2.0 applications and Document management (e.g. Google, Google drive, Ushahidi, email filters etc.)
- Support the training of WOUGNET staff, members and partners in the strategic and innovative use of various ICT tools

- Support WOUGNET in consulting assignments for technical ICT trainings, should it receive them
- In collaboration with external resources, as applicable, develop online and mobile applications in support of WOUGNET programs and activities. Such applications will include databases, monitoring, reporting, information exchange and dissemination
- Assist WOUGNET Program Heads to ensure maximum exposure and wider communication of WOUGNET events, programs and activities through the innovative use of ICTs
- Identify current trends and changes in technology, applicable systems, industry trends and developments especially in ICT4D as well as innovative tools [preferably free/open] and where these are applicable to internet, assist the Organisation in optimizing such opportunities
- Establish and put in place an organisational backup system
- In collaboration with the Information Sharing Program, maintain and supervise the use/ utilization of the Community Development Through Technology Center (CDTC) and support activities/training as may be planned.
- General support and administrative duties to WOUGNET as may be requested upon from time to time
- **Reporting:** During this assignment, you will work closely and report to the Senior Program Head, Information Sharing and Networking. You will be required to submit a monthly progress report with a copy to the Coordinator i.e. the reports may include but are not limited to:
  - Overall progress made in activities to meet WOUGNET's mission with particular reference to progress made according to TOR
  - New areas and issues encountered and the proposed approach to dealing with them;
  - Proposed activities for the following month

#### **McGILL UNIVERSITY REQUIREMENTS:**

- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns at [www.mcgill.ca/arts-internships/forms](http://www.mcgill.ca/arts-internships/forms)
- U2, U3 or graduate (MA, PhD) McGill Faculty of Arts or Faculty of Education student
- Minimum CGPA of 2.7

#### **HOST ORGANIZATION REQUIREMENTS:**

- Academic - Students with academic background in Information technology, Gender/Women empowerment, community development, Agriculture and rural development, computer science, accountancy, research and project management and development, human rights, Governance and accountability, Entrepreneurship etc. – would be a good fit for WOUGNET
- Computer and/or technical skills – Excellent **computer skills**.
- Interpersonal skills – Good communication skills, ability to learn and share experiences with WOUGNET Staff, capacity to train and impart on knowledge to host's staff

*The intern's duties and projects may not be as listed. These will depend on the needs of the host organization.*

**DATES:** The intern can expect to work twelve weeks from May 11<sup>th</sup> to July 31<sup>st</sup>, 2015.

**HOURS:** This is flexible depending on activities, but is normally 35-40 hours per week.

**REMUNERATION:** Unpaid. Successful applicants may be eligible to apply for Faculty of Arts Internship Awards. See <http://www.mcgill.ca/arts-internships/awards/apply> for more information.

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

**TRAVEL ARRANGEMENTS:** Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

**ACCOMMODATIONS:** Finding suitable lodging during the internship is the responsibility of the intern.

**HOW TO APPLY:** Students must complete the online Arts Internship Application Form <http://www.mcgill.ca/arts-internships/find/mcgill/online-application-form-arts-internship-office-internships>

and submit the following in person to Leacock room 307:

- Official McGill transcript printed in a sealed envelope (note: This must be ordered on Minerva at least two weeks in advance)
- A photocopy of your McGill ID

The AIO will only consider applications received from students' official McGill e-mail accounts

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents or comments will be taken into consideration in the application process.*

**APPLICATION DEADLINE:** November 24th, 2014

**INTERNSHIP TRAINING MODULE:** Successful candidates are required to attend all Faculty of Arts Interns Information Sessions and Workshops listed at: <http://www.mcgill.ca/arts-internships/calendar>. These include the mandatory AIO Interns Meeting held on March 12, 2015 for all AIO interns.

**IMPORTANT INFORMATION FOR SUMMER INTERNSHIPS OUTSIDE OF CANADA:**

**WORKSHOPS:**

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Information Session – Mid-March 2015
- Cross-Cultural Workshop – March 2015
- International Internship Experience Panel – April 2015
- University-Wide International Travel Pre-Departure Session – April 2015
- International Internship Debriefing Session – September 2015

**HEALTH AND SAFETY:**

All applicants should consult the Department of Foreign Affairs and International Trade Canada (DFAIT) Travel Reports for the internship host country prior to applying for this internship. [http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

**ENTRY REQUIREMENTS:**

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.

**FOR MORE INFORMATION**

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