

Internship Opportunity with AFRICA NOW Summer 2011

POSITION TITLE: Intern

LOCATION: Kisumu, Kenya

DESCRIPTION OF HOST ORGANIZATION:

Africa Now is an international NGO working for sustainable wealth creation and improved community well-being amongst rural and urban communities. Africa Now has been working in Kenya since 1985 from its office in Kisumu. Its programmes have focused on Nyanza and Western provinces as well as parts of the Rift Valley. In 1999 an office was opened in Nairobi, from which it will expand its outreach to other parts of Kenya. Projects include Promotion of Rural Technology (PORT), commercial beekeeping in conjunction with Honey Care Africa and K-Rep Development Agency (KDA), Village Banks, and water and sanitation projects.

INTERN'S DUTIES/JOB DESCRIPTION:

1. Act as Africa Now's representative in the development of the micro leasing scheme and be based either at K-Rep offices in Nairobi or the Africa Now office in Kisumu.
2. Liaise with K-Rep's Micro leasing product leader in the development of the business plan for the leasing programme together with Africa Now and Honey Care Africa.
3. Assist in the promotion and marketing of the leasing product developed by KDA, Africa Now and Honey Care Africa.
4. Assist micro leasing officers in intermediary assessment and recruitment of new members through K-Rep and Africa Now's established Village Banks and FSAs (Financial Services Associations).
5. Assist Africa Now and K-Rep's micro leasing product leader and micro leasing officer in lease processing, leasing of hives and managing lease rentals.
6. Monitoring and evaluation of the micro leasing project together with Africa Now project staff.
7. Documentation and database maintenance of the leasing programme.
8. Office administration and other duties required by the micro leasing scheme partners.
9. Project reporting to partners.

Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.

REQUIREMENTS:

- An academic or research background in economic development, sociology, political science or similar fields is required
- Interns must be open, able to live and work with new people, and tolerate the hot climate in arid and semi-arid regions of Sub-Saharan Africa
- Interns should be able to adapt quickly to new situations and be able to work on projects with short notice
- Ability to work with little supervision
- Ability to work independently and show initiative in the workplace
- Basic computer and research skills are essential
- Must bring own laptop

- Minimum GPA of 3.0
- Returning to McGill full-time in the Fall
- U2, U3 or graduate (MA, PhD) McGill Arts student (Arts must be your primary degree)
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns at www.mcgill.ca/arts-internships/forms

HOURS: The intern can expect to work full-time from approximately May 16th to August 6th, 2011. This is flexible depending on activities, but is normally 40 hours per week.

REMUNERATION: Unpaid.

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

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

Travel arrangements: Preparing travel arrangements to and from your 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 submit both electronic applications by e-mail and hard copies in person. **In person, to Leacock room 307:**

- One copy of the application form
- Cover Letter addressed to Anne Turner, explaining your motivations for applying and why you are a good candidate. One page max.
- C.V. (résumé)
- Official McGill transcript printed in a sealed envelope (note: This must be ordered on Minerva in advance)

By e-mail to aio@mcgill.ca from your Official McGill E-mail Address:

- The application form saved as firstname.lastname_Application.doc
- Cover Letter and C.V.
- **Guidelines:**
Please submit your CV and Cover Letter together in one document.
Please use the following file-name format: firstname.lastname_CV
(ex.: james.mcgill_CV.doc or james.mcgill_CV.pdf)
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).

APPLICATION DEADLINE: November 29, 2010

FOR MORE INFORMATION

Anne Turner, Internship Officer
Leacock Building, Room 307
anne.turner@mcgill.ca

Important Information – please read prior to applying for this internship:

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

HEALTH AND SAFETY:

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.

Students should consult DFAIT's travel reports for health and safety information:

http://www.voyage.gc.ca/countries_pays/menu-eng.asp

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.

Students should consult DFAIT's travel reports for information on country entry requirements

http://www.voyage.gc.ca/countries_pays/menu-eng.asp

INTERNATIONAL INTERNSHIP TRAINING MODULE:

Successful candidates are required to attend the following sessions:

- University-Wide International Travel Pre-Departure Session – March 2011 (Date/Time TBA)
- Faculty of Arts Interns Information Session – March 17 (evening session)
- Regional information meeting with AIO staff (March, Date/Time TBA)
- International Internship Preparedness Workshop – April 30 or May 1 (one-day session)
- International Internship Debriefing Session – September 2011 (Date/Time TBA)