



BOLGATANGA TECHNICAL UNIVERSITY

Internship Placement Form

Background Information:

Name of Organization/Unit: Bolgatanga Technical University (BTU)
Organization Webpage: <https://www.bolgatu.edu.gh/>
Full Address of Organization/Unit: Bolgatanga Technical University, P.O. Box 767, Upper East region, Ghana, W/A.

Description of Your Organization:

Bolgatanga Technical University (BTU) is public University and began as a Polytechnic in 1999 under the Provisional National Defence Council (PNDC) Law 321(1992). Recently, BTU converted to a Technical University by the Technical Universities Amendment Act, 2020 (Act, 1016). As a Technical University (TU), BTU aims at providing higher education in engineering, science and technology-based disciplines, technical and vocational education and training (TVET), applied arts, and related disciplines in consultation with national regulators.

The operations of the university are governed by set of principles, among which include but not limited to the following:

- ✓ use of competency based and practice-oriented approach in teaching, organization and delivery of courses
- ✓ developing strong linkages and collaborations with relevant industries, businesses, professional bodies and technical experts in the design and delivery of programmes.
- ✓ higher education made equally accessible to all persons suitably qualified and capable of benefiting from education and training offered at the Technical University.

BTU is located in Bolgatanga Municipality in the Upper East region of Ghana with its main campus sited at Sumbrungu. It has six (6) schools and twenty-five (25) academic programmes of certificate, diploma, and bachelor status. Its graduate school is in the preparatory stages but shall be fully operationalized in next academic year (2023/24).

Contact Name/ Supervisor: Associate Prof. Daniel Azerikatoa Ayoung, PhD

Placement Description & Logistics:

Nature of Internship: In Person
Title of Internship Position: Entrepreneurship Coordinator Intern
Role Description: The role of the Entrepreneurship Coordinator Intern is to assist in the set-up of an Entrepreneurship and Technology Centre; coordinate, and train staff to manage the centre. The overall objective is to have a functional Entrepreneurship and Technology Centre delivering to the needs of our students and faculty.

Task	Internship Tasks	Expected Outputs (Deliverables)
1	Undertake a needs assessment of BTU with the view to identifying the potential to establishing an entrepreneurship and technology centre	BTU needs assessment report compiled
2	Conduct Needs Assessment to ascertain business ideas and opportunities	Need Assessment conducted on sources of business ideas and opportunities
3	Support and mobilize resources to develop the Centre.	Resource channels identified and mobilized to set-up the centre.
4	Undertake a needs assessment of BTU staff to identify entrepreneurial skills gaps	Needs assessment report
5	Design training models based on skills gap and conduct training	Model developed and staff trained
6	Support BTU to set-up Entrepreneurship and Technology Centre	Entrepreneurial and Technological Centre established in BTU

Internship Position II

Nature of Internship: *In-person and Remote (Hybrid)*

Title of Internship Position: *Grants Writer Intern*

Role Description:

Intern is responsible for assisting University's Grants Committee to find funding opportunities from various sources, both in-country and abroad. Interns shall proactively research into grants deadlines, review call for proposals and associated Terms of references (TORs), draft and submit reports to university grantsmanship committee.

Task	Internship Tasks	Expected Outputs (Deliverables)
1	Understand the role and functioning of Ghanaian Technical Universities, including Bolgatanga Technical University	An overview of Intern' understanding documented
2	Review extensively, the profile of BTU, its strength, weakness and opportunities.	Review report compiled
3	Undertake a desktop needs assessment of BTU with the view to identifying funding gaps and potential project intervention areas	BTU funding needs assessment report compiled

4	Carry out research to identify key stakeholders, such as potential funding organizations/projects and their strategic priorities (profiling of funders)	List of potential funders mapped and profiled with timelines for call openings identified
5	Draft grant making strategy for BTU with inputs from internal stakeholders	Grants making strategy for BTU developed and shared with Management through Grantsmanship Committee
6	Search for proposal calls, review TORs/RFPs and draft concept notes, proposals (technical and financial) for consideration by University Grantsmanship committee.	At least ten (10) grants concept notes, proposals developed and submitted
7	Identify capacity building opportunities on grantsmanship for university staff and undertake to share own knowledge and experiences as well.	Staff of BTU accessed grantsmanship trainings or capacity building programmes
8	Respond to internal and external queries on drafted and submitted proposals	Emails and detailed responses to queries from funders sent
9	Maintain positive relationships with fund providers and other stakeholders	Regular correspondence with funders
10	Maintain records and submit reports related to grant opportunities	Adequate and comprehensive resource information on proposals drafted and submitted documented. Monthly reports compiled

Additional Information:

Number of Interns: 2-3

Proposed Start Date: 2022-09-01

Proposed End Date: Flexible

Number of Work Hours per Week:

1. Number of working hours for Entrepreneurship Coordinator Intern (Intern-person): 30 hours per week
2. Number of working hours for Grants Writer Intern (Intern-person-1): 30 hours per week
3. Number of working hours for Grants Writer Intern (Remote-1): 15 hours per week

Additional Information: Intern will have access to professional development and career advancement offered through the McGill Mastercard Foundation Transition Project (MCF-TP). This is an excellent opportunity to work on an innovative project and to collaborate with diverse stakeholders geared towards impact.