



## TERMS OF REFERENCE PROGRAM ASSISTANT (Intern)

DUTY STATION:	Nairobi, Kenya
APPOINTMENT TYPE:	Duration of 3 Months (with possibility of extension)
START DATE:	1 <sup>st</sup> February 2021

### 1.0 Introduction:

WIIS – HoA primary focus is on advancing role of women and men in promoting peace and security within the horn of Africa. The organization envisages advancing and encouraging the empowerment of women and men towards right based and gendered approach to peace and security. With increasing cases of conflict in Horn of Africa, women continue to bear the brunt of effect of violence. WIIS therefore places women at the apex of playing a critical role in identifying, mitigating and responding to conflicts in the community as well as uplifting their voices to be active participants in the prevention and peacebuilding efforts.

### 2.0 Duties

The program assistant will work closely with the project team to undertake the following duties:-

- Assist the project manager in overall implementation of projects.
- Write reports and proceedings of various capacity building meetings, workshops, seminars and in general all events.
- Support in the periodic reporting of projects including developing and updating quarterly newsletter on ongoing activities and current trends in the region.
- With guidance from Project team, assist in monitoring, evaluation, and reporting of project deadlines to project partners on ongoing grants.
- Assist in the preparation of project completion reports, and annual reports when necessary.
- Assist in the management of documentation both soft and hard copies of project reports etc.
- Update the necessary events on various organizations communication platforms such as twitter account, blog and website.
- Undertake any other assignment as assigned.

### 3.0. Duty station

The project post will be based in Nairobi. Interns work part time at least 20 hours a week. The position offers opportunity to learn on gender, peace and security.

#### **4.0 Timelines**

The position is a 3-month internship position, commencing February 2021 with a stipend provided for the intern.

#### **5.0 Requirements**

- At least a bachelor's degree in project management, peacebuilding, social studies, or any related field.
- Excellent written and oral communication skills in English.
- Excellent critical thinking and problem-solving skills
- Strong interpersonal skills
- Detail-oriented with strong organizational skills
- Team player
- Able to work under pressure
- Works well in teamwork, flexible and able to handle pressure well

#### **7.0 Apply:**

Please send email with heading Project assistant (intern) with a resume and cover letter indicating interest in joining the team to **info@wiishoa.org**.

Only successful candidates will be contacted.

WIIS-HoA is an equal opportunity employer and seeks to employ and assign the best qualified talent.

**Application will be close on 27th Jan 2021.**