

YOUTH INTERNSHIP PROGRAMME
Internship vacancy

Job Title	Department
Intern	Operations

Introduction:

IPPF ARO is one of the leading providers of quality sexual and reproductive health (SRH) services in Africa, and a prominent advocacy voice championing universal access to sexual and reproductive health and rights for all, in particular the most vulnerable and marginalised. Including women and girls, and young people.

Headquartered in Nairobi, Kenya, IPPFAR delivers its critical mission thanks to **33 Member Associations (MAs), 9 Collaborative Partners**, youth advocates, staff, and a network of dedicated volunteers who provide high quality, youth focused and gender sensitive services to those who are most vulnerable and marginalized. **The MAs are national organizations that have a long-standing history of delivering SRHR services**, often in extremely difficult circumstances. **They work in close partnership with the Government, private clinics, community-based distributors and CSOs.** In 2020, IPPF together with the MAs **provided more than 10.5 million sexual and reproductive health and rights services.**

At IPPFARO we are very committed to **gender equality** and to ensuring that women, girls, and young people realize their rights and have control over their own bodies, their lives, and their futures. We are also one of the **largest providers of sexual and reproductive healthcare in emergencies.**

More information on the work of IPPFAR can be accessed [here](#)

IPPFAR appreciates the fact that almost 60% of Africa's population are youth under the age of 25 and is committed to provide a framework by which individuals from diverse academic or life background may be assigned to its Office where their educational experience can be enhanced through practical work assignments, exposure to an international environment and the opportunity to deepen their knowledge and understanding of what IPPFAR does and stands for.

Job description

Under the supervision of the Head of the Budget and Finance Unit with dotted lines to the Head of the Department, the intern will be supporting the Operations team during day-to-day office operations and preparation of audits for the Regional Office.

Roles and responsibilities

1. Assist in processing transaction ledgers in NetSuite to include:
 - a. Raising of invoices and credit notes as requires capturing all the details (correct budget coding, approved budgets)
 - b. Accurate recording of receipts and proper filing
 - c. Scanning and uploading all the financial transactions.
2. Assist in processing purchase ledger transactions to include
 - a. Ensure invoices for payment are authorised and ensure accuracy of payee details.
 - b. Follow up of un-invoiced purchase orders for monthly closure.
 - c. Ensure invoices and other transactions attracting statutory deductions are accurately processed.
 - d. VAT reconciliation
3. Assist in processing cash book transactions
 - a. Petty cash recording and reconciliations
 - b. Bank reconciliations.

4. Ensuring all financial documents generated so far have been properly placed in files and are maintained (properly labelled and indexed).
5. Assist in account receivable and payable reconciliations for the year as will be directed by the head of unit and Finance Officers.
6. Assist in annual verification of fixed assets and inventory listings and reconciliation in NetSuite.
7. Assisting in internal and external audit preparation as required.
8. Any other duties as assigned not limited to finance only

Duration and location:

Our internship programme is a **6-month full-time** based at the regional office in Nairobi, at the African Union sub-office in Addis Ababa, or home-based, depending on the organizations' needs and the intern's mobility.

This specific position is based in **Nairobi, Kenya**.

Requirements and qualifications:

Must be:

- Citizen of African country
- 23 years old or below on the date of the application

Education:

- Enrolled student at graduate school programme (second university degree or equivalent, or higher) in business/management or related field; or
- Enrolled student in the final academic year of a first university degree programme.

Experience:

- No professional work experience is required for participation in the Internship Programme.

Language Requirements:

- Fluency in spoken and written English or French is required. Knowledge of the other language or Portuguese is an advantage.

Other requirements:

- Proven interest in SRHR issues is an asset
- Computer literate in standard software applications
- Being an active youth volunteer and/or a member of the Youth Action Movement (YAM) is an added advantage.

Benefits:

- Paid internship
- High level engagement and advocacy on SRHR
- First-hand knowledge of international organization
- Hands-on experience
- Networking
- Leadership development
- Coaching and mentoring
- Co-manage an intern-led project
- Capacity building and skills development

Interested individuals should visit <https://www.ippfar.org/jobs-and-opportunities/vacancies/internships>

IPPFAR is committed to creating a diverse and inclusive environment of mutual respect. IPPFAR values diversity at the workplace and recruits and employs interns regardless of gender identity, sexual orientation, race, religion, cultural and ethnic backgrounds or

disabilities. We therefore encourage qualified young men and women, including those with disabilities, living with HIV/AIDS, or belonging to stigmatised or discriminated against communities with diverse professional, academic and cultural backgrounds to apply.