

YOUTH INTERNSHIP PROGRAMME

Internship vacancy

Job Title	Department
Intern (Admin)	West and Central Africa Sub Office

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 Administration and Finance officer, the intern will assist in the Sub Office's administrative tasks. A work plan with achievements for the duration of the Internship and learning opportunities will be agreed upon.

Roles and responsibilities

- Participate in organizing the Sub-Office's events, as well as the official launch of the WCASO
- Coordinate and organise internal meetings
- Support in drafting communication for the Head of the Sub Office and correspondence to MAs, donors and partners
- Assist in the drafting and editing of decisions, orders, and other legal documents
- Assist in analysing and monitoring relevant law, rules, and policies in Cote d'Ivoire
- Provide support on financial and budgeting matters
- Perform other duties as requested.

Duration and location:

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

This specific position is based in **Abidjan, Cote d'Ivoire**.

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
- 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> and submit their application **latest by 1st January 2022**.

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, religious, 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.