



VOLUNTEERING OPPORTUNITIES WITH FH UGANDA

COUNTRY / LOCATION

Uganda / Kitgum, Pader, Kampala

LENGTH OF INTERNSHIP

FH Uganda prefers 4 - 5 months, but will consider shorter length internship

BEGINNING AND ENDING DATES

June – September 2010

INTERN JOB TITLE

Project Officer

CONTEXT & JOB DESCRIPTION

Kitgum and Pader is right in the middle of the former LRA (Lord's Resistance Army) -affected territory, or is located in northern-Uganda; though there is now peace, people are still reconstructing their lives. The interns will partner with over 30 local staff members in serving the communities that they will live and work in. Getting to develop relationships with the staff is of great benefit to the program, and them personally. Each community is anxious to learn from and teach what they know to any foreign national that they meet. The position is inside of our various Projects. Work will entail interacting and helping communities, families, children, community-based organizations and churches. This intern will be needed to help the provide direct support in project design, capacity building staff especially in computer skills and report writing. The interns will be expected to help with project proposal writing.

FH'S MISSION

Our mission is "to walk with churches, leaders and families in overcoming all forms of human poverty by living in healthy relationship with God and His creation."

ESSENTIAL DUTIES AND RESPONSIBILITIES

Project Proposal Development 80%

- Work with field level Managers to design and draft comprehensive and logical project concept papers and/or proposals that focus on Impact and are results based in design.
- Ensure that proposals and/Concept Papers are accompanied by appropriate project documents such as logical framework, activity timelines and budget.
- In support of the above responsibility, carry out appropriate research (Internet, document review, networking and targeted meetings) when required.
- Attend meetings with NGOs, UN Agencies, institutional and private donor representatives and others when requested, ensuring that the country program and Food for the Hungry is properly represented

- In conjunction with the Program Director (PD), provide technical advice and assistance to Kampala level managers and field staff in the planning, design, implementation, monitoring and evaluation of all FH Uganda programming.
- Monitor, report on and provide feedback on the progress and requirements of the project implementation.
- Ensure that a complete and clear reporting schedule is developed and that said schedule is provided to all Project/Program Managers; In conjunction with the M & E Officer and the Project/Program Managers, ensure that all monitoring and evaluation is carried out as per schedule.

Information services 20%

- Draft and/or compile reports as requested by the Country Director (CD) or PD
- Using a wide variety of sources conduct research for the purpose of drafting position papers or providing information support for the country program when requested by the CD or PD.
- Assist in tracking, managing and responding to internal and external correspondence and information requests within 48 hours

QUALIFICATIONS AND KEY REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty/function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adherence to FH's values
- The intern must be willing to live in a village setting
- Ability to sit at a computer for 8 hours a day
- Ability to travel domestically
- Excellent written and verbal communication skills
- Strong interpersonal skills
- Excellent proofreading skills
- Proficient in MS Office Suite
- Highly organized
- Able to multi-task
- Flexibility and patience

EDUCATION AND/OR EXPERIENCE

The intern must be enrolled in an undergraduate, or graduate, program at the time of this internship. A good understand of refugee/returnee reintegration issues and an interest in the great lakes region of Africa will be an added advantage.

LANGUAGE SKILLS

Fluency in both French and English is required for this position.

FEES

Housing: Provided at FH guest houses in the field. There is housing at the FH Kitgum and Pader office. Intern will get their own room, or possibly share with one other person. Other expenses (transportation, accommodation, etc.) have to be paid by the interns.

INTERESTED?

Interested candidates should email a cover letter and a CV in English or French to: info@fhsuisse.org
For more information, please contact our office in Geneva.

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