

## PROGRAMME OFFICE HUMAN RESOURCES

### REQUEST FOR UNIVERSITY STUDENT INTERN

#### 1. Rationale

The UCLG Africa programme manager is responsible for the development of projects within the UCLG Africa's Governance, Advocacy and Decentralised Development Programme (GADDEPA). The GADDEPA programme currently focuses on fifteen Priority Areas that are at various stages of development. The tasks that have to be accomplished in carrying out this role range from scanning the environment, proposal development, fund-seeking and implementation. In order to realise these activities adequate human resources are required.

The immediate tasks are (a) to develop and/or finalise project proposals (b) engage financial support partners (c) engage project technical support partners. The tasks involved require dedication of time for literature research, proposal writing, and engaging with financial and technical partners. The programme manager requires adequate human resource support to enable the proper execution of these tasks within the appropriate programme time framework.

While it would be more appropriate to engage a permanent programme assistant /officer, it is realised that financial constraints may not permit this at present. The major focus of the programme office during 2014 will be on fundraising for project activities. It is, therefore, proposed that a student intern be engaged to provide support services specified below.

#### 2. Main Role and Duties of Intern

The student intern will carry out the following duties:

- 2.1 ***Financial Partners Register:*** Compile / Revise register of financial partners in respect of the UCLG Africa Priority Areas. The register will include the coordinates for each financial partner and relevant contact persons; the main foci of support for each partner
- 2.2 ***Financial Partners engagement:*** Follow-up on financial partners that the programme manager would have engaged.
- 2.3 ***Expressions of Interest:*** The circulation and follow-up of Expressions of Interest to member local governments, and collating the data
- 2.4 ***Literature Review:*** Assist programme manager in collating information on contemporary context developments around UCLG Africa's Programme Areas
- 2.5 ***Programme Office Records:*** Assist in the setting up of programme office records – physical and electronic storage of information
- 2.6 ***Database:*** Collect and collate information on programme activities of national associations of local government as well as established regional offices
- 2.7 ***Any Other Duties:*** Other duties may be assigned by the programme manager from time to time.

#### 3. Benefit to the Programme Office and UCLG Africa

When fulfilled, the duties assigned to the intern will significantly improve the following:

- 3.1 The office will have a robust register of potential funding sources for its project proposals
- 3.2 Improved engagement of financial and technical partners to support UCLG Africa projects



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- 3.3 Member supported project proposals. This will improve UCLG Africa image among members and increase benefits to the members as projects begin to address the members' real needs
- 3.4 The office will acquire useful information on developments in the sectors in which UCLG Africa proposes projects
- 3.5 Improved information on members demands for services. This will also improve the UCLG Africa's responsiveness to member needs.

#### 4. Benefit to the Student Intern

It is expected that the intern will benefit in the following:

- 4.1 Learning and acquiring knowledge and experience working in an international organisation with a focus on improving local governance
- 4.2 Opportunities for improving literature review for own academic dissertation/thesis/project
- 4.3 Improving communication skills in an area that requires maturity and tact
- 4.4 Enhancing the student's curriculum vitae (CV)

#### 5. Qualifications

The following qualifications would be appropriate for this internship:

- Masters level student, preferably in final year and undertaking research for dissertation/ thesis. The appropriate degree could be in the following areas – local government, public administration, sociology, rural and urban planning
- Sex: In the interests of gender equity and since the programme office has one male, it is recommended that opportunity be given to a female student.
- Languages: The student must be able to read, write and speak English and French

#### 6. Duration of Internship

A period of six months internship is recommended. There is no intention to guarantee the employment of the intern at the expiry of the internship.

#### 7. Sending of Applications

For those who are interested, thanks for sending your update Resume and a cover letter in English or French

By email at: [ckpatsika@uclga.org](mailto:ckpatsika@uclga.org) (Programme Manager)

C.c: [inquiries@uclga.org](mailto:inquiries@uclga.org)

Deadline for application: 30 April 2014