

Strategic Initiative
for Women in the
Horn of Africa



Internship Terms of Reference

21 NOV 2024



Title:	Intern
Organizational Section/Unit:	Programme.
Duty Station or Home-based:	Juba, South Sudan; no travel required.
Proposed Period:	3 Months

Background:

The Strategic Initiative for Women in the Horn of Africa (SIHA) is a coalition of civil society organizations advocating for social change and gender equality in the Horn of Africa, including regions like South Sudan, Somalia, Ethiopia, and Uganda. We focus on empowering women and girls in conflict and post-conflict settings, emphasizing advocacy, capacity building, and grassroots mobilization.

At SIHA Network, interns play a crucial role in contributing to our mission of promoting gender equality and social change in the Horn of Africa. Drawn from diverse global backgrounds, these interns are central to advancing our work across this region. In exchange, SIHA provides a rich and substantive learning experience, laying a solid foundation for interns to evaluate their career paths and develop essential professional competencies.

Objectives:

The primary objective of our Internship Programs is to cultivate a knowledgeable and proficient workforce dedicated to advocating for women's rights and addressing social issues within the Horn of Africa and beyond. Through hands-on experience and engagement in SIHA's varied projects, interns not only contribute meaningfully to our initiatives but also gain insights and skills vital for their professional development in the field of gender, development, and conflict resolution.

This symbiotic relationship between SIHA and its interns is fundamental to our commitment to fostering the next generation of leaders and professionals who are passionate about making a significant impact in advancing peace, justice, and gender equality globally.

We offer exceptional students and recent graduates the opportunity to gain direct exposure and practical experience in program development and implementation in a regional organization working on gender, conflict, and development issues. The program aims to complement academic studies with hands-on experience in various aspects of SIHA's work.

Description:



Interns will work closely with SIHA's team, contributing to our efforts in supporting women's rights and gender equality. Internships are available in two main areas: Programs and Operations.

Programs Intern:

Under the overall guidance of the Project & Administration Assistant and the South Sudan Programme Coordinator, the Intern will:

- Research topics relevant to SIHA's programs, such as gender-based violence, women's rights, conflict resolution, and social justice in South Sudan.
- Support program teams with drafting and editing reports, presentations, official communications, press releases, speeches, and articles.
- Assist in program coordination, including liaising with partners and stakeholders.
- Provide logistical support in organizing conferences, events, training courses, and other program activities.
- Assist in program development, implementation, and monitoring.
- Support advocacy and policy analysis activities.
- Engage in community outreach and mobilization efforts.
- Contribute to reporting and documentation of program activities.
- Support in-office activities and contribute to SIHA's sustainability strategies.
- Maintain office supplies inventory together with the Administration office by periodically checking stock to determine inventory level; anticipating needed supplies; placing orders for supplies and verifying them on receipt.
- Ensure maintenance and operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories and evaluating new equipment.
- Collecting quotations for purchase of office equipment and supplies.
- Perform other related tasks as assigned.

Eligibility Criteria:

- Students in their 4th or final year or a recent graduate of a related graduate program. Graduate students are highly preferred.
- Demonstrated interest in gender, development, and conflict resolution.
- Excellent written and spoken English.
- Strong computer skills (Microsoft Office applications).
- Exceptional interactive and interpersonal skills and the ability to work in a multicultural environment.

Time/Duration of Internship:



Internships are available for a maximum duration of 12 weeks (about 3 months), with no extension. Working hours and arrangements (full-time or part-time) are negotiable based on the intern's availability and organizational needs.

General Conditions:

- SIHA Network offers a modest stipend to support local transportation and meal costs.
- Interns are responsible for all other expenses related to the internship.
- Interns are not considered staff members and may not represent SIHA in any official capacity.
- The Internship Programme aims to complement the intern's studies; there is no expectation of employment at the end of the internship.
- Flexible working arrangements may be negotiated based on the intern's availability and organizational needs.

Application:

Interested candidates must submit the following documents, a cover letter and curriculum vitae, in one document as a PDF of not more than four pages to the [Airtable Link](#) by December 11th, 2024. Shortlisting will be on a rolling basis. Only short-listed applicants will be contacted.

