

## **JOB DESCRIPTION**

### **PROGRAMME INTERN – TUVUKE PEACE INITIATIVE**

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1. **DIVISION:**                      **DEVELOPMENT**
2. **REPORTS TO:**                **HEAD OF PROGRAMMES, COHESION AND DEVELOPMENT**

### **3. THE PURPOSE OF THE JOB/OBJECTIVES**

Echo Network Africa Programmes team is responsible for the successful implementation, efficient and effective delivery of all ENA programme work.

This is a critical position that works to support the Head of Programs in her day to day work **specifically in the implementation of the Tuvuke Peace Initiative**. The position can be undertaken as a volunteer opportunity or as an internship. Arrangements for credit with an academic institution are the responsibility of the candidate.

The primary objective of this position is to support the quality implementation of our Tuvuke Peace Initiative, documentation, research on gaps and challenges around violence during elections and documenting similar ongoing initiatives

### **SPECIFIC DUTIES**

- Logistical support in mobilizing and organizing the Tuvuke Peace initiative work
- Research content for inclusion in the Tuvuke Peace Initiative-Documenting what other stakeholders are facilitating. Looking out for synergy and reporting to HoP on possible opportunities for networking.
- Collating the One Million signatures we are signing up towards a women led, women driven peace process in Kenya during the 2022 elections.
- Assist in Organizing and collecting information to be used at the meetings/workshops; drawing workshop programmes and agenda
- Support Report writing: every activity has to be well documented, reported and supported with photos, sex, age and disability disaggregated data within 7 days of initiative
- Periodic travel may be required

### **QUALIFICATIONS**

- Pursuing a degree in Development, Social studies or Peace studies
- Excellent knowledge of basic computer applications MS office suite), and use of the internet

**Required Skills/Personal Qualities**

- Good writing and verbal communication skills
- Ability to read reports critically and assess through a gender lens
- Strong attention to detail
- Tenacity and Flexibility. This is a fast paced project that requires someone who is flexible, dynamic and most of all tenacious in how they do their work
- Demonstrate interest in peace matters
- Good command of English
- Good interpersonal skills
- Readiness to learn

**CONFIDENTIALITY**

The Job Holder will accept the terms and conditions contained therein in the Internship Policy. The job holder will in addition acknowledge receipt of copies of the documents that will abide by all the institution's policies, including the disciplinary and grievances policies and policies on business conduct, health and safety, confidentiality and dignity at work as stipulated in the Institution's policy Manuals.