



## JOB DESCRIPTION

**Job Title:** Intern, Partnership and Local Rights Programme  
**Location:** Abuja  
**Reporting to:** Manager, Partnership & Local Rights Programme

### **Summary**

The **Intern** position is an opportunity offered by ActionAid Nigeria (AAN) for young graduates to earn a post NYSC experience. It is therefore both a learning and value-adding relationship between interns and AAN. The intern is expected to take advantage of the space offered for experience gathering, self-development, while providing quality service to ActionAid Nigeria.

### **Overall purpose**

The Programme Intern will be responsible for providing administrative and programme support to the Local Rights Programme (P&LRP) unit for effective programme implementation and delivery.

### **Specific Responsibilities**

#### **Programme support:**

- Support implementation of LRP programme activities
- Provide administrative support during programme workshops, annual plans, seminars and meetings
- Support with proper documentation of consultancy agreements and other relevant documents for implementation of projects
- Take notes and provide reports at the unit internal meetings and at other meetings when required
- Collate and document data for LRP indicators
- Support the development of quarterly, annual work plans and annual budgets in accordance with partners and unit plans for the year
- Participate in any programme, procedure or strategy to enhance the goal and objectives of the unit
- Ensure judicious use of resources for activities and that expenditures are within agreed plans and in accordance with AAN financial policies or programme framework
- Support the unit to develop systems and manage the process of timely programme and other reporting, including following up on internal and external reports and ensuring compliance with terms of reference and consultancies

**Administrative support:**

- Support the development of contracts and agreements for consultants and partners
- Support documentation and filing of LRP reports and development of success stories
- Support grants processing, advances and retirement
- Support procurement as well as other administrative processes of Local Rights Programme
- Support advance and retirement processes; and obtaining of requisitions from the Administrative unit
- Liaise with Logistics unit for all logistical support for team members
- Liaise with selected service providers to ensure timely delivery of services during workshops, conferences, seminars and meetings
- Support in processing payment vouchers for disbursement of funds for programme activities
- Assume any other responsibilities relevant to the position as assigned by the Programme Advisor and Manager

**Internal Relationships: Entire AAN staff**

**External Relationships: CSOs, Service Providers, Consultants and relevant Government Agencies**

**Persons Specifications**

<b>Attributes/Skills</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"><li>• First degree in social sciences or arts/humanities</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Relevant NYSC experience in the related fields</li><li>• Experience in Programmes and administration</li><li>•</li></ul>	Experience in videography

<b>Skill Abilities</b>	<ul style="list-style-type: none"> <li>• Highly numerate</li> <li>• Excellent planning and prioritization skills</li> <li>• Multi-tasking skills</li> <li>• Excellent (proven) interpersonal skills</li> <li>• Negotiation skills</li> <li>• Experience in supporting training/meetings</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Creative and takes initiative.</li> <li>• Team player</li> <li>• Able to work effectively in a diverse team environment</li> <li>• Self-motivated person able to work without close supervision</li> <li>• Ability to relate with AAN's mission values, and objectives</li> </ul>	

**Signed by:**

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**Intern, Partnership and Local Rights Programme**

**Signed by:**

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**Manager, Partnership & Local Rights Programme**