



JOB DESCRIPTION

Job Title: Programme Intern, Governance

Location: Abuja

Reporting to: Programme Coordinator

Summary

The **Programme Interns'** 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 supporting the effective programme implementation of the Breaking Barriers (NORAD) project as well as the Governance unit.

Specific Responsibilities

Programme support:

- Support implementation of project activities
- Provide administrative support during project workshops, 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 Project's internal meetings and at other meetings when required
- Support the development of monthly, quarterly and annual work plans and annual budgets in accordance with ongoing activities and plans for the year.
- Participate in any programme, procedure or strategy to enhance the goal and objectives of the unit's projects
- Ensure judicious use of resources for activities and that expenditures are within agreed plans and in accordance with AAN financial policies or project 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:

- Ensure proper documentation and filing of reports for the projects in the unit
- Support advance and retirement processes; and obtaining of requisitions from the Administrative Unit
- Liaise with logistics department 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 project activities

- Assume any other responsibilities relevant to the position as assigned by the Project Coordinators and Manager, Governance

Internal Relationships: Entire AAN staff

External Relationships: Donor, Service Providers, Consultants and relevant Government Agencies

Persons Specifications

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • First degree in social sciences or arts/humanities 	
Experience	<ul style="list-style-type: none"> • Relevant NYSC experience in the related fields • Experience in Programmes and administration 	
Skill Abilities	<ul style="list-style-type: none"> • Fluency in spoken and written English language • Highly numerate • Excellent planning and prioritization skills • Multi-tasking skills • Excellent (proven) interpersonal skills • Negotiation skills • Experience in supporting training/meetings 	
Personal Qualities	<ul style="list-style-type: none"> • Creative and takes initiative. • Team player • Able to work effectively in a diverse team environment • Self-motivated person able to work without close supervision • Ability to relate with AAN's mission values, and objectives 	

Signed by:

Programme Intern

Signed by:

Programme Coordinator