<table>
<thead>
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<th><strong>POSITION:</strong> Intern Burma</th>
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<td><strong>PARTNER:</strong> Forum of Federations</td>
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<td><strong>COUNTRY AND PLACE OF ASSIGNMENT:</strong> Yangon, Myanmar (Burma)</td>
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<td><strong>CONTRACT DURATION:</strong> 12 WEEKS</td>
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**NGO MISSION/DESCRIPTION:** The Forum of Federations is an international NGO working in the area of federal and multilevel governance. The Forum is looking for interns to work for our “Support to Decentralized Governance in Burma” program. The program’s objective is to contribute to enhancing federal democracy, stability and inclusiveness in Burma. This will be achieved through a capacity building program on federalism, targeting government, political stakeholders, civil society and federal educational outreach to the general population.

**TASKS DESCRIPTION/RESPONSIBILITIES:**

The Intern will be part of the Forum’s team in Yangon, and support it in the areas of research, logistics, administration support, activity report writing and some monitoring and evaluation. S/he should be a self-starter; output oriented and is able to work with light supervision.

**Writing and Production**
- Assist in drafting and editing activities report
- Work with colleagues and various Forum teams to prepare activities documentations

**Donor Reporting**
- Assist in developing and writing project progress for donor reporting, working with programs staff to develop narrative and financial content, including but not limited to data synthesis and developing charts/tables.

**Research**
- Put together background research on thematic and country basis.
- Conduct research (including internet searches and international databases) to implement monitoring and evaluation tools

**Editing**
- Contributing to and editing Forum publications, including Forum website.

**QUALIFICATIONS:**

- In the process to obtain a degree in History, Political Science, International Relations, Economics, Public Administration, Woman studies, or an allied field.
- Be involved in a graduate or post-graduate program.
- Minimum 2 years of related work experience.
- Excellent writing and communications skills; ability to conceptualize and articulate organizational ideas.
- Ability to read and write in French preferred, but not essential.
- Facility with budgeting and Excel strongly desirable.
- Ability to work as part of a team and collaborate effectively with staff across departments.
- Interest in federalism, post-conflict, democracy building and governance issues.