**Forum des fédérations**

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<th>POSITION: Intern Jordan</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> Amman, Jordan</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 “Empowering Women for Leadership Roles in the Middle East and North Africa Region (Jordan, Morocco and Tunisia)” program. The Project aims to advance inclusiveness in governance within the Middle East and North Africa (MENA) region, in both the immediate future and the longer term. It will support the promotion of gender equality and human rights and effect gender equality change through increasing and developing capacity for women's leadership and empowerment in three target countries: Tunisia, Morocco and Jordan. The activities implemented will increase the engagement of women in leadership positions and governance processes, and enhance the effectiveness of women and men to influence policies pertaining to inclusiveness.

**TASKS DESCRIPTION/RESPONSIBILITIES:**

The Intern will be part of the Forum’s team in Amman, 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.
• Language requirement: English, Arab is an asset.
• Facility with budgeting and Excel strongly desirable.
• Ability to work as part of a team and collaborate effectively with staff across departments.
• Interest in Gender issues, democracy building and governance issues.