## Position: Intern Ethiopia

**Partner:** Forum of Federations

**Country and Place of Assignment:** Addis Ababa, Ethiopia

**Contract Duration:** 12 weeks

### 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 “Strengthening Federal Governance and Pluralism in Ethiopia”, program. The program seeks to build on past work done in the country to increase capacity of the House of Federation (HoF) in Ethiopia. The HoF, which is the house of the nations, nationalities and peoples of Ethiopia, is the second, upper chamber in Ethiopia’s parliament. The competencies of the HoF are interconnected with the need to maintain and promote the constitutional compact among the various nations, nationalities and peoples of the country. Though it does not have legislative powers in the strict sense, the house is entrusted with important and limited powers and functions. There is a clear desire for a well-established monitoring and evaluation system for the HoF to effectively oversee the implementation of its decisions. The structure and working systems of the Secretariat of the House should also be strengthened and improved so as to enable the Secretariat to provide the necessary support to the House in an effective manner.

As such, the overarching goal of this project is to enhance the human and institutional capacity of the HoF to improve its performance of its responsibilities. This will be done through additionally ensuring the equitability and effectiveness of the grants/shared revenues divided among the levels of government. As well, improving this system of intergovernmental relations and ensuring the peaceful resolution of conflicts in addition to promoting public awareness on the constitution as well as federal system will both be key for the success of this project.

### Tasks Description/Responsibilities:

- The Intern will be part of the Forum’s team in Addis, 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 English.
• 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.