Program Interns Sept 2021 to March 2022

Posted 23rd August 2021

The CoACT team seeks two highly motivated Program Interns to work on a range of administration, research and program tasks. This internship is a full-time job and will run from September through March 2022 (dates can be negotiated). Program interns benefit from participating in CoACT’s educational events and learning from the diverse experiences of the CoACT team.

Primary responsibilities may include any of the following:

- Conducting background research for programmatic development and resource mobilisation;
- Assisting in maintaining database hosting CoACT partner information and work;
- Providing basic administrative support to CoACT’s programs;
- Note taking during workshops / events and drafting activity reports
- Supporting the development of concept papers and research documents for the implementation of the women, peace and security agenda
- Supporting donor reporting and compliance; and
- Assisting with the substantive and technical preparation and operations of online meetings, workshops, and seminars.

Desired Qualifications:

- Recent university graduates (not exceeding 3 years since first degree graduation) are invited to apply; current undergraduate students may also be considered.
- Strong interpersonal skills and respect for people from diverse cultures and backgrounds;
- Knowledge of gender, peace and conflict, and interest in working with refugees and host communities and other vulnerable groups
- Good working knowledge of Microsoft Office and social media platforms;
- Language proficiency valued – English and any of the local languages of Ateso, Luo, and Alur;
- Interest in and knowledge of gender; Elimination of Violence Against Women and Girls (EVAWG); preventing and transforming conflicts; peacebuilding; and working with youth (19-29 years).
- Excellent writing and analytic skills
- Good administrative and research skills
- Readiness to start work immediately

Please send a cover letter, resume, and two references to chrisheara@coact1325.org by September 1st. Please note that interviews will be conducted the week of September 7th.