**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Intern |
| **Project:** | Bangladesh Country Programme  |
| **Department:** | Programme Development and Partnerships  |
| **Company:** | United Purpose  |
| **Location:** | Dhaka with frequent field visit |
| **Duration:** | Between 3 to 6 months, depending on hiring needs. |
| **Hours:** | Full time |
| **Reporting to:** | Head, Programme Development and Partnerships (PDP) |
| **Grade:** | NA |
| **Stipend & Benefits:** | * + Monthly stipend to cover transportation and other expenses.
	+ Access to professional development resources and in-house training opportunities.
	+ Working desk and ICT facilities within the UPB office.
	+ Certificate of internship upon successful completion.
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| **Organisation overview:** | Self Help Africa (SHA) and United Purpose (UP) merged in late 2021 to implement projects to end extreme hunger and poverty in sub-Saharan Africa. The merger doubled its size and reach, with SHA implementing poverty eradication projects in sub-Saharan Africa in 2022. The group includes social enterprise subsidiaries Partner Africa, TruTrade, and Cumo Microfinance. In 2022, SHA will reach over six million people and invest €45m in over 100 development programs to improve food systems, access to markets, financial services, climate change, gender inequality, and access to clean water, sanitation, and hygiene. |
| **Job Purpose:** | The Intern for the Programme Development and Partnerships Unit at United Purpose Bangladesh (UPB) will support the team in various aspects of programme planning, development, and partnership management. This role offers hands-on experience in project management, stakeholder engagement, and capacity-building initiatives, contributing to UPB's mission of advancing social impact and development goals. |
| **Key Responsibilities:** | Key Responsibilities:* Assist in the programme and project proposal development processes.
* Support the coordination and management of partnerships with stakeholders, including NGOs, government bodies, and community organisations.
* Contribute to the preparation of project proposals, reports, and documentation.
* Assist in conducting research and analysis to inform programme design and strategic decisions.
* Assist in organising and facilitating meetings, workshops, and events related to programme development and partnerships.
* Search funding opportunities by using the online hubs and UPB subscribed resource channels
* Assist the M&E team in monitoring and evaluating programme activities to ensure alignment with objectives and standards.
* Assist in preparing communication materials and presentations for internal and external audiences.
* Communicate and coordinate with the programme/project teams in preparing updates to posting in the UPB social networking platforms such as Facebook, Instagram, LinkedIn and X, etc.
* Provide administrative support to the Programme Development and Partnerships Unit, including data entry and management.
* Assist in collecting and analysing feedback from partners and beneficiaries to improve programme effectiveness.
* Support the team in tracking and reporting on key performance indicators and programme outcomes.
* Assist and support the preparation of training materials and resources for programme staff and partners.
* Assist and participate in meeting, seminars, workshop, capacity-building activities and training sessions.
* Conduct visit to project locations for documentation of the learnings from grounds and best practices when and if required.
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| **Key Relationships:** | **Internal:** The project’s relevant staff of the Country Office.**External:** District levels local government authorities, relevant GOB line departments, local communities and other stakeholders. |
| **Knowledge, Experience and Other Requirements:** | **Qualifications and Skills:****•** Currently pursuing or recently completed a degree in social sciences, development studies, business administration, or a related field.• Strong interest in programme development, partnerships, and international development.• Fluency in written and oral English and Bangla.• Excellent organisational and communication skills, both written and verbal.• Ability to work independently and as part of a team.• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with data management tools, and online social networking platforms.• Attention to detail and strong analytical skills.• Prior experience or internships in a similar field is a plus, but not required. |
| **Application Procedure:** | You can apply for the position by completing the [application form](https://docs.google.com/document/d/124ALrE7EN1T1GjSm-p7v3LqipvTKt2Jb/edit?usp=drive_link&ouid=115367550417460941452&rtpof=true&sd=true) and upload it following the link [here](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000LEs6B%20-%20Intern%20(68095)). Please upload your CV & cover letter alongside.  **Application to be submitted by 28 September 2024.** |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**