



## **Program Intern**

**[11.09.2023]**

### **About WACSOFF**

The West African Civil Society Forum (WACSOFF) is a platform for the aggregation of civil society aspirations, interests, and interventions across the 15 states of West Africa. It was founded in 2003 with the sole purpose of channeling civil society agency towards complimenting the regional integration and development agenda of the ECOWAS 'System' Institutions. WACSOFF has its Secretariat in Abuja, Nigeria and National Platforms in all the countries of the West African region, while members/ participants are formal civil society organizations across the region. WACSOFF has passed through different stages of development in its institutional evolution and programmatic experiences and is currently in the process of defining a new outlook that envisages a future of increased impact and results. As part of that process the organization seeks the services of competent staff members and service providers to assist in elaborating and entrenching this new vision.

WACSOFF is now accepting applications for Program Intern starting in October 2023 to support the WACSOFF Secretariat team. The Position shall be based at the WACSOFF Regional Secretariat in Abuja, Nigeria.

### **About the Position**

The Program Intern will support tasks around the forum's programs planning, and implementation. The Program Intern will participate in the implementation of WACSOFF's programs, projects-related activities from conceptualization, through planning implementation and reporting, including monitoring and evaluation, advocacy and relevant research to achieve desired impact. This is a learning role, so the Program Intern's major task is to learn from all colleagues in the WACSOFF Secretariat.

Specific responsibilities of the intern include:

- Support the smooth management of ongoing tasks related to project management, membership coordination, fundraising activities, external relations or event organization, including through participation in planning teams and development of drafts documents, etc.
- Mobilize program participants, the media, and other stakeholders for events and program
- Perform any other duties assigned by the immediate supervisor
- Draft regular updates on WACSOFF's activities and programs for members and partners, including updates to be posted on WACSOFF's website and social media
- Assist through background research on specific topics and the drafting of reports and articles on demand and as assigned by the General Secretary;
- Assist through the drafting, editing and formatting of publications (including reports and newsletters);
- Conduct library and Internet searches to identify opportunities relevant to WACSOFF's work or that of its members and make that known to the General Secretary;
- Perform any other duties assigned by the immediate supervisor

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- Towards the end of the Internship, produce a short report as well as an article on “Recommendations towards achieving High-Impact of WACSOFF’s Programs and Advocacy around regional integration and development issues in West Africa”

### **Qualifications, skills and competencies**

- Education/ qualification in the social sciences, the arts and humanities, development studies at a recognized university (a relevant Master’s Degree is highly desirable)
- Genuine interests in and/ or knowledge of civil society, Regional Integration and Development issues in Africa (especially in West Africa)
- Current on prevailing developments in West Africa and ECOWAS
- Written and spoken proficiency in English, Portuguese and/ or French Languages (bilingual ability in any two of these languages is highly desirable)
- Literacy in computer word processing applications (additional computer skills relevant to the work of the organization shall be an advantage)
- Excellent drafting, reporting and analytical writing skills
- Ability for teamwork and showing initiative
- High level of integrity and accountability
- Excellent communication skills
- Planning and organizing skills

### **Terms and Conditions of Internship**

This internship will be managed in accordance with the following terms and conditions:

- The Intern must be a citizen of a West African country and lawfully resident in Abuja, Nigeria
- The intern must abide by the WACSOFF workplace rules and regulations
- The Intern will work under the close supervision of the WACSOFF General Secretary
- The intern will report for work five days every week from 9:00 am – 5:00 pm
- The intern will not be financially remunerated, but will be provided with a monthly stipend to assist with transportation and other living costs.
- The internship is position is for a period of 3 Months (renewable based on need and results)

### **Method of Application**

Application should be addressed sent to [careers@wacsofoscao.org](mailto:careers@wacsofoscao.org), and addressed to:

**The General Secretary  
West African Civil Society Forum (WACSOFF)  
#8 Jaba Close (Opposite FCDA Main Gate)  
Area 11,  
Abuja-Nigeria**

Your application package shall include a Motivation Letter and a Resume detailing your qualification and competencies, including details of your previous job experience in relation to the vacancy. Please note that the title of your email should have the position for which you are applying boldly written in capital letters.

### **Application Closing Date**

Application Deadline: on or before 24:00 (Midnight) GMT, 6<sup>th</sup> October 2023



**Only candidates whose application is being considered shall be contacted!**