



Peace Corps Togo Internship Program October – November - December 2022

The Peace Corps Togo internship program offers a unique opportunity to learn more about the operations of Peace Corps, while gaining valuable experience in an organization. Interns at Peace Corps Togo will have *real responsibility* and *real work* for a duration of **three months**. This internship period may be renewed for an additional three months (for a maximum of six months) depending upon need and performance of the intern.

Eligible candidates will be technical school or university students in excellent standing preparing to enter their final year or to graduate in 2022. Candidates will be selected based on the final recruitment interview results. The internships will be unpaid; however, interns will receive a stipend of **20,000 cfa** a month as a contribution toward the cost of transportation. Interested candidates should follow the application instructions below.

Open to: All interested end-of study students

Position: Internship

Opening date: June 1, 2022

Closing date: June 22, 2022

Duration: Initially, **3 months** (beginning in October 2022)

All intern applicants should submit the following documents to TG-JOBS@peacecorps.gov, no later than **June 21, 2022**:

- Cover letter with desired field of internship (see below)
- Curriculum Vitae
- Valid police record (casier judiciaire datant de moins de trois mois)
- Copies of diplôme (s).

NB:

- **Offer of internship is conditional on the positive result of the background certification performed by the US Embassy in Lomé.**
- **Failure to submit all the required documents will result in an incomplete application.**

Minimum qualifications for all positions include:

- Near to completion of a relevant course of studies (BAC +3)
- Ability to communicate in French and English, both written and spoken
- Ability to manage varied activities in a fast-paced work environment
- Excellent interpersonal skills with the ability to work in a multicultural environment
- Excellent computer skills (Microsoft Office)

Please find below the available internships as well as specific selection criteria and responsibilities for the intern positions. Please indicate which position you are most interested in when you submit your application. If there are more than one, please rank them in order of interest.

1- General Services (GS) Intern – (Maintenance and Motor pool Management)

Under the supervision of the Logistics Coordinator, the intern will be responsible for the re-organization and preparation of an inventory of the garage and warehouse; assist the GS section with vehicle and residential maintenance and repair; and other duties as requested.

Specific Qualifications:

Nearing completion of a degree at a Technical School or University. Training and experience in the mechanics, electricity, plumbing or engineering is required.

2- Human Resources (HR) Intern

Under the supervision of the Human Resources Specialist, the HR intern performs a variety of basic personnel related clerical duties, maintaining employment records, and basic functions relative to customer service in the HR department. He/she handles office duties such as recording applications and assisting in recruitments, drafting letters, forwarding mails, answering phones, filing reports, as well as performing other duties as requested.

Specific Qualifications:

Nearing completion of a degree in Human Resources Management, Law, Administration, Business Management, and Secretariat.

3- Finance Intern

Under the supervision of the Deputy Director of Management and Operations, the Financial intern will assist with: budget preparation; photocopies/scanning; filing; contracts preparation/reviewing; verification of various receipts/vouchers; and other duties as requested.

Specific Qualifications:

Nearing completion of a university degree in Finance, Accounting, Business management, Economics.

4- Information Technology (IT) Intern

Under the supervision of the IT Specialist, the IT intern will be tasked to do the following:

- **Network and Systems Verification:** perform a daily check of communication networks and report findings to the IT Specialist for appropriate follow up action. Remedy telephone and Fax line problems, including the office Global System for Mobile communication (GSM) gateways; Wi-Fi installations; Internet connections.
- **Information management:** IT inventory: help complete asset movement forms for IT devices to make sure that the inventory is up to date and well documented; filing of IT records in accordance with Peace Corps standards; contact list updates; conduct smart phone training and/or troubleshooting; backups; finding duplicate files on the shared drive; keeping SharePoint up-to-date.
- **Customer Technical Support:** IT logistics: setup IT devices as needed (printers, projectors, conference room appliances); Respond promptly to users' call and provide tier 1 technical support, and other duties as requested.

Specific Qualifications:

Nearing completion of a degree at a Technical School or University in Computer Science (Network Administration or Programming).

5- Programming and Training (P&T) Intern

Under the supervision of the Programming and Training Assistant, the P&T Intern will: transfer of all the site history files into filing cabinets; create and file a “parent folder”; organize existing site files; arrange the files chronologically.

Organize alphabetically each Volunteer file in the corresponding “parent folder”; maintain a filing system of all Staff and Administration records, maintain a filing system of all Administration materials, records and correspondence; and other duties as requested.

Specific Qualifications:

Nearing completion of a degree in a Technical School or University level in Administration or Project Management related subject.

6- Executive Intern

Under the supervision of the Executive Communications Intern will:

Assist with photo library management; work with the staff social media committee to draft FB and Instagram posts based on past activities and international calendar; take pictures at official events; assist with the organization of post’s important events: swearing-in/60th anniversary celebration/retreat/other; monitor the info@ box for incoming messages and dispatch to appropriate staff; assist with the editing of the Volunteer Newsletter; help with pouch mail recording and distribution; follow documents signature by Country Director and dispatch to staff; **and** other duties as requested.

Specific Qualifications:

- Nearing completion of a Technical School or University level in Administration, Business Management or related subject.
- An interest in social media and communications

7- Medical Unit Intern

The Medical Unit Intern works performs administrative duties under the supervision of the Medical Secretary and is responsible for:

Assisting with scanning document; working on the non-inventory data base; renaming of documents; help with medicament receiving and checking; reorganizing and arranging medicine in a good order in the Pharmacy; assisting with medical inventory preparation and files; assisting with various document filing; receiving and directing calls as necessary as possible; preparing correspondences; scanning and making photocopies; and other duties as requested.

Specific Qualifications:

Nearing completion of a degree in a Technical School or University level in Administration, Business Management or related subject.

This announcement is also available on the Peace Corps website:

<https://www.peacecorps.gov/togo/contracts>

