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**VOICE for Women and Girls**

**Title:** Program and Admin support Interns

**Start Date**: 1st June 2024

**Duration:** 9 months

**Deadline**: 10th November 2021

**Reporting:** Country Program Officer

**Note:** This is an intern position a meal and transportation allowance only will be provided during the period of the assignment.

**BACKGROUND:**

The VOICE for Women and Girls project, an seven-year initiative (2020 – 2028) which is aimed at strengthening the performance of developing country partner (DCP) organizations to advance gender equality and economic empowerment of 50,000 women and men from marginalised communities, in particular young women (target: 60% women and girls), in Ethiopia, Ghana, Kenya, Senegal and Malawi with a focus on action areas of the Feminist International Assistance Policy (FIAP), namely:

• Gender Equality and the Empowerment of Women and Girls, and

• The growth that Works for Everyone.

The Project responds to the needs identified by women and men of cooperatives in the countries of operation and is designed to increase the capacities of individual producers and primary co-operatives to support more inclusive, sustainable, and resilient growth. Supporting institutions, including apex co-operatives, co-operative colleges, and government/regulatory institutions will also be engaged to increase the capacity and prioritization of vulnerable groups.

**Deliverables**

* The intern is responsible for delivering the following.
* Support volunteers in translation of materials to local language and context.
* Support volunteers in translation of training content to their audience.
* Support volunteers understand the country context.
* Support Country program officer in tracking and updating project data.
* Provide general administrative support.

**Qualifications**

The successful applicant must possess the following skills, experiences, and personal characteristics:

* Degree or equivalent experience in International Development and/or Social Sciences (focus on Gender, Youth, Community Outreach an asset).
* Experience and knowledge of co-operatives.
* Excellent facilitation and interpersonal skills (knowledge Likpakpa, Gonja, Dagbani, Twi is preferred)
* Good understanding of the Ghanaian culture and traditions
* Excellent capacity to analyze, develop recommendations and capture lessons learned draft field reports.
* Willing to travel to remote locations.
* Demonstrated ability and interest in working with Canadia volunteers.
* Must be able to work alone as well as with the indigenous farmer community.
* Ability to transform complex concepts and information into plain language reports
* Formal computer skills (Microsoft Office).

**Terms and conditions**

You must be a permanent resident in any of the 4 districts the project is being implemented (Nanumba North, Nanumba South, Kpandai and East Gonja) or be willing to relocate to be eligible for this internship placement and available for 10 months.

**Application Process**

Please submit your current resume and cover letter to [cdfcanadaghana@gmail.com](mailto:cdfcanadaghana@gmail.com) no later than 4:00 p.m. CAT on **Friday May 10th, 2024,** including the position title (“National Volunteer”) in the subject line.

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