



## Peace Corps Togo Internship Program

The Peace Corps Togo internship program offers a unique opportunity to learn more about the operations of Peace Corps. Interns at Peace Corps Togo will have *real responsibility* and *real work*. Up to five intern positions are possibly available – one IT intern, one General Services intern, two Volunteer Support/Financial Assistant intern and one Secretarial intern. Eligible candidates will be technical school or university students in excellent standing preparing to enter the final year or to graduate in 2012. The internships can be month to month and up to three months *only* in duration. Candidates will be selected based on the application submitted and on a strictly competitive basis according to the established qualifications criteria. The internships will be unpaid; however, interns will receive a stipend to cover transportation of **20,000** cfa a month. Interested candidates should please follow the application instructions. All intern applicants should submit the intern application form to [jobs@tg.peacecorps.gov](mailto:jobs@tg.peacecorps.gov) for review.

### **General Services Intern – (Maintenance and Motorpool Management)**

Under the direct supervision of the General Services Assistant, the intern will be responsible for the following:

- Prepare a complete review of the bicycle inventory
- Re-organize and prepare an inventory of the garage and warehouse
- Assist GSA with vehicle and residential maintenance and repair
- Additional duties as assigned by the GSA/GSS or APCD/Admin

### **Qualifications:**

1. French/English, written and spoken
2. Education (Technical School, University?) => **Minimum BAC + 3**
3. Training and experience in the mechanical arts, electricity, plumbing or engineering is required.
4. Ability to manage varied activities simultaneously and successfully in a fast-paced work environment.
5. Excellent computer skills
6. Valid driver's license and a safe driving record are desired

### **General Services Intern – (Property Management and Procurement)**

Under the direct supervision of the General Services Specialist, the intern will be responsible for the following:

- Prepare a complete review of the inventory management system and inventory records
- Assist the GSS with the full range of day to day tasks including property management and procurement
- Additional duties as assigned by the GSS or APCD/Admin

**Qualifications:**

1. French/English, written and spoken
2. Education (Business or Law, University) => **Minimum BAC + 2**
3. Experience or knowledge of management of contracts and leases, procurement best practices and property management.
4. Ability to manage varied activities simultaneously and successfully in a fast-paced work environment.
5. Excellent computer skills
6. Valid driver's license and a safe driving record

**Volunteer Support/ Financial Assistant Intern**

Under the direct supervision of the Volunteer Liaison with guidance from the Financial Specialist and Cashier, the intern will be responsible for the following:

- Assist with records management
- Prepare documents related to volunteer close of service
- Aid in writing procedures for volunteer support
- Solicit air fares from local travel agencies
- Prepare language and utility bills and deposit checks in various accounts

**Qualifications:**

1. French/English, written and spoken
2. A university degree holder or candidate in any discipline, preferable with coursework in accounting => **Minimum BAC + 2**
3. Experience or knowledge of basic accounting procedures and secretarial skills
4. Excellent interpersonal skills with the ability to listen
5. Experience working with young adults
6. Excellent computer skills

**Secretarial Intern**

Under the direct supervision of the Executive Secretary with guidance from the Secretary/Receptionist, the intern will be responsible for the following:

- Format, edit, proofread and prepare Peace Corps programming documents
- Maintain files of all PC programming documents
- Provide secretarial support to Peace Corps Programs
- Translate basic documents
- Receive and register incoming correspondence

**Qualifications:**

1. French/English, written and spoken
2. Education (Secretarial studies, University/High School) => **Minimum BAC + 2**
3. Ability to manage varied activities simultaneously and successfully in a fast-paced work environment.
4. Excellent computer skills
5. Excellent interpersonal skills with the ability to work in a multicultural environment

## **Information Technology Intern**

Peace Corps Togo launches an internship program to recruit an IT Intern to assist the incumbent IT Specialist.

Eligible candidates will be technical school or university students in excellent standing preparing to enter the final year or to graduate this year. The internship will be three months ***only*** in duration. Candidates will be selected based on the application submitted and on a strictly competitive basis according to the established qualification criteria.

Under the direct supervision of the IT Specialist, the IT Intern assists on various IT related tasks be responsible for the following:

- **Software Engineering**
  - Develop Electronic requests using Infopath and SharePoint
  - Update Peace Corps Togo Website update
  - Update the SharePoint Intranet
  
- **User Training**
  - Prepare a complete review of the staff IT training needs according to the IDP (Individual Development Plan) after staff interviews conducted under the supervision of the IT Specialist.
  - Schedule one-to-one and group trainings with staff on Windows XP, Microsoft Office 2007, including Internet Explorer 8 and Outlook 2007 and Peace Corps Business Applications (SFTP, VIDA, INTRANET)
  
- **Computer assistance**
  - Assists the ITS with PCVs and staff various technical needs and follows rules directed by the ITS in adherence with Peace Corps IT policy
  - Assist IT Specialist with IT support on several issues such as Staff and Volunteer requests.
  
- **Network documentation and data representation**
  - Update the existing network diagrams and create new ones
  - Help in the inventory of IT equipments
  
- **Other:**
  - Additional duties assigned by the IT Specialist.

### **Qualifications:**

1. French/English, written and spoken
2. Education (University Level - License degree) => **Minimum BAC + 3**
3. Networking, Software engineering, Telecommunication
4. Training and experience in the Information Technology arts.
5. Ability to prioritize and manage multiple activities simultaneously and successfully in a fast-paced work environment.
6. Experience as trainer is an asset.
7. Experience in an American and/or multi-cultural environment is an asset.