



Position: Grants Intern

Duty Station: Nairobi (Somalia Program)

Supervisor: Grants & Budgets Manager

Background:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

The International Rescue Committee has been working in Somalia since 2006, providing essential services to conflict and disaster-affected communities. The IRC has been operational in South Central (Mudug, Galgadud, Banadir and Nugaal) regions of Somalia, implementing interventions in the areas of Livelihood, WASH and Health, GBV, Governance and Rights reaching out to more than 200,000 conflict and drought-affected population in these regions.

Scope of Work

The Grants Intern will be working under the direct supervision of the Grants and Fundraising Coordinator and Grants Manager, largely supporting the Grants Manager and Senior Grants and Partnership officer.

She/he will be responsible for contributing to a large variety of Grants Unit activities listed in detail below. The job requires extreme adaptability to different personality types, professional organization and initiative in independent problem solving. The Somalia Country Office has designed the intern position to allow for increasing responsibility as the internship progresses.

MINIMUM REQUIREMENTS:

1. University Degree underway or recently completed in Project Management, Accounting, International Development, Non-profit Management, or other relevant fields
2. Strong written and spoken professional English required
3. Work experience in any field, full-time work experience in a professional office environment preferred
4. Proficiency in EXCEL is a major advantage
5. Writing, editing, and proofreading experience highly desired
6. Willingness to work independently and in group settings
7. Strong interest in the INGO or the humanitarian field and/or Somalia

Full description of this position and application details can be viewed through our website <https://www.rescue.org/careers>.

Deadline for Applications: 20th September 2017.

IRC is an Equal Opportunity Employer

International Allowances are not available for this position.