

Job Description – Reform Intern North-East

Overview of PERL-ARC	
<p>The Partnership to Engage, Reform and Learn (PERL) is a five-year governance programme financed by the UK Department for International Development (DFID). The programme supports Nigerian governments to strengthen their core business of making, implementing, tracking and accounting for policies, plans and budgets used in delivering public goods and services, to promote growth and reduce poverty. The programme supports citizens to engage with these processes, and for learning and evidence to be better used to inform decision making. As such, PERL is delivered through three 'pillars' which plan and act together: Pillar 1. Accountable, Responsive & Capable Government (ARC); Pillar 2. Engaged Citizens; and Pillar 3. Learning, Evidencing and Advocacy Partnership (LEAP). The programme works at the Federal level, in the focal states of Kano, Kaduna and Jigawa, and through regional learning and reform hubs in the South West, South East and North East areas of Nigeria.</p>	
<p>This internship will support ARC.</p>	
Detail of the Intern Position	
Identified Position:	Reform Intern North-East
Proposed No. of days:	5 days a week
Start Date:	15 th May 2018
Duration	6 months
Reports to:	Reform Facilitator – North-East
Location:	Maiduguri
Purpose of Request:	To support the Reform Facilitator on technical aspects of programme delivery.
Responsibilities:	<ul style="list-style-type: none"> - Assist the Reform Facilitator with the implementation of all programme activities, including the organisation of working sessions, roundtables and learning events with government partners, the follow up on support provided by external consultants and the collaboration with other stakeholders and development partners. - Under the guidance of the Reform Facilitator, liaise with state and non-state partners; and when necessary represent the Reform Facilitator at meetings and events. - Support the team in managing effective communication with central Knowledge

	<p>Management team for wider sharing of results and lessons learned.</p> <ul style="list-style-type: none"> - Assist the team with data collection and reporting, including writing and formatting of activity reports, minutes of meetings and quarterly progress reports.
Intern Required Skills Set	
Year(s) of Experience:	2 years
Expertise/Knowledge Area:	Public Administration, Project Management, knowledge of ICT and basic understanding of Governance and public service.
Required Core Skills:	<ul style="list-style-type: none"> - Fast learner, excellent team player and able to work with limited supervision when required - Strong verbal and written communication skills; proficiency in Hausa and English languages is a must; ability to liaise with a wide range of stakeholders - Analytical skills and critical thinking - Good command of ICT - Ability to deliver under tight deadlines - Ability to conduct research and monitoring
Educational Qualification:	Minimum of Bachelor's Degree in any relevant field
How to apply:	All qualified candidates should send their CVs to AObi@arc.perlnigeria.net using 'Reform Intern Borno' as the subject of the mail.
Application Deadline:	30 th of April 2018