



Internship in Knowledge Management - Pan African Centre for Gender, Peace and Development, FAS Regional Office, Dakar

The FAS internship programme has been successfully running since 1996. The working environment at the Regional Office in Dakar is vibrant and friendly.

FAS internships are challenging and highly rewarding. Interns should hope to gain practical skills, a greater understanding of the daily running of an international NGO and peace initiatives in Africa, and as well as the opportunity to work alongside international organisations and UN agencies.

Please note, Femmes Africa Solidarité (FAS) internships are unpaid. The internship is for a minimum period of 6 months. Selected candidates are expected to make their personal arrangement for travel to Dakar, Senegal, and cover accommodation, living costs and other expenses while serving as interns.

Start Date: as soon as possible

TERMS OF REFERENCE

Duties & Responsibilities

Under the general supervision of the Deputy Director of Femmes Africa Solidarité (FAS) and the Pan-African Centre (PAC) Knowledge Management Officer (KMO), the KMO Assistant will be responsible for assisting the KMO in the preparation of PAC programmes related to gender; conflict and peacebuilding; economic empowerment and all joint FAS-DCAF gender and security sector reform (SSR) projects. This will include assisting in the development of tools to improve knowledge management systems.

Missions

- Assisting in a variety of research and knowledge production related tasks which would include:
- Helping in researching, collecting, analyzing and editing documents related to gender and development issues;
- Assisting in tasks related to mainstreaming gender into security sector reform (SSR)
- Assisting in the elaboration of knowledge platforms and content management systems to support the work of the PAC;

Activities

- Assist in identifying and creating a new Management and Capacity building System;
- Helping in the Creation and managing of a portal to access market dynamics resources for internal and external use for fundraising and investment;
- Assisting in the creation and maintenance of taxonomy associated using search and retrieval software for information stored in FAS Knowledge Management and Capacity building System.
- Assisting in the creation and maintenance of knowledge repositories to store and organize articles, reports and other resources related to FAS operations and oversee a physical library for FAS knowledge resources.

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Femmes Africa Solidarité



- Helping in drafting and editing of reports, briefs, talking points, peer-reviewed publications, and oral presentations.
- Assist in identifying new areas and creative solutions and analyze existing Knowledge Management support in programmes activities.

Other Duties

- Assisting the KMO in other logistical and administrative needs as required.
- Undertaking any other research related tasks of relevance to the activities of the PAC.
- Organize and represent PAC in partnership meetings or missions
- Conducting, documenting and disseminating studies on women's best practices and their role in conflict prevention; management and resolution;
- Translating documents from English to French and French to English;

EXPERIENCE REQUIREMENTS

- Experience cataloguing, indexing, or working with a taxonomy
- Working knowledge of library policies and procedures
- Experience working with Knowledge or Content Management Systems, such as MS Sharepoint or Web 2.0

OTHER REQUIRED SKILLS AND QUALIFICATIONS

- Background in knowledge management, international development; public relations, media or journalism; communications, business administration; or any other related field would be an asset;
- Excellent Interpersonal Skills;
- Ability to work as part of a team and independently
- Other duties as assigned.

LANGUAGES REQUIREMENTS: English (French would be an asset)

Application Deadline: Monday 21 November 2011

HOW TO APPLY

Email applications preferred. Please send CV and letter of motivation to:

panafricancentre@fasngo.org; africangender@fasngo.org and adfinancedk@fasngo.org

Please note that the internship is unpaid, and that there is no financial compensation attached to it.

Applicants who do not meet these criteria are kindly invited to refrain from applying to this position and to wait for another opportunity within FAS.

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