



Femmes Africa Solidarité

Regional Office

Immeuble du Pied du Phare des Mamelles
Appt. 1 et 2, 1^{er} étage
P.O. Box 45077 Dakar Fann
Dakar – Senegal
Tel: +221 33 869 81 06
Fax: +221 33 860 2047
Email: infodk@fasngo.org
Website: <http://www.fasngo.org>

Pan-African Centre Assistant, Pan-African Centre for Gender, Peace and Development Office

Unpaid Internship Regional Office - Dakar, SENEGAL

Femmes Africa Solidarité (FAS)

Femmes Africa Solidarité (FAS) is a women's NGO, founded in 1996 by African women leaders who advocate for the mainstreaming of gender perspectives into peace, security and development in Africa and the empowerment of African women to assume a leadership role in conflict resolution and peace building. FAS have an International Secretariat based in Geneva, Switzerland, a Liaison Office in New York, United States and a Regional Office in Dakar, Senegal.

Femmes Africa Solidarité has established a Pan-African Centre for Gender, Peace and Development (subsequently referred to as The Centre) to be a Centre of Excellence in Africa. This Centre will provide advanced training and research in peace building and development issues with an emphasis on gender.

FAS Internships

The FAS internship programme has been successfully running since 1996. The working environment at the Secretariat 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, board, lodging and other expenses while serving as interns, as the position is **unpaid**. FAS could be of assistance in helping to locate affordable accommodation.

Duties and Responsibilities:

Under the general supervision of the Executive Director of Femmes Africa Solidarité (FAS) and the Pan-African Centre Programme Officer, the **Pan-African Centre Intern** will be responsible for assisting in the preparation of the programmes and activities of the PAC.

Principal duties include, but are not limited to:

1. Missions

- Assisting the PAC Programme Officer in administrative tasks including the compilation databases, participation lists and contact databases, travel arrangements and bookings;

International Secretariat

8 rue du Vieux-Billard
P.O. Box 5037
1211 Geneva 11 – Switzerland
Tel: (41 22) 328 80 50
Fax: (41 22) 328 80 52
Email: info@fasngo.org

New York Representative

777 United Nations Plaza 5th Floor
New York 10017
New York, USA
Tel: +1 212 687 13 69
Fax: +1 212 661 41 88
Email: infony@fasngo.org

- Conducting research, analysis and information synthesis on gender, peace and development issues;
- Assisting in the elaboration of information and communication tools to support the work of the PAC;

2. General

- Developing electronic information storage and retrieval systems;
- Helping draft and elaborate background and preparatory documents including concept paper, aide memoirs and administrative notes, invitation letters;
- Handling correspondences and requests for information and inquiries related to the work of the PAC;
- Participating in the activities and workshops of the PAC;
- Serving as a liaison between participants of the activities of the PAC and FAS;

3. Research and analysis

- Conducting, documenting and disseminating studies on women's best practices and their role in conflict prevention; management and resolution;

4. Information and Documentation

- Translating documents from English to French and French to English;

5. Other Duties

- Assisting in the PAC Programme Officer of other logistical and administrative needs as required.
- Undertaking any other research related tasks of relevance to the activities of the PAC.
- Compiling and collating all information and documents related to the Centre.

Profile:

- MA in social sciences, international relations or related subjects;
- Fluency in English and French;
- Knowledge of, and appreciation for, issues related to gender and conflict;
- Experience of working as a team, preferably in an international environment;
- Evidence of strategic thinking and proven ability to organize, plan and prioritize work.

Application instructions:

Please send CV and letter of motivation to:

fasafricangender@fasngo.org and apanafricancentre@fasngo.org

Applications deadline: Friday, 16th July 2010 at midnight GMT

Starting date: end of July