



ASPROWORDA

Terms of Reference for the ASPROWORDA Internship Programme

Type of Contract: Internship

Post Level: Junior Economist

Starting Date: July 2021

Duration of Initial Contract: 3 months, with possible extension

ORGANISATION SETTING AND REPORTING

ASPROWORDA's vision is a world in which women are given equal opportunities to realise the maximum of their potentials through innovative, pragmatic and sustainable policies.

Women economic empowerment can serve as an influential driver for sustainable and inclusive development. Hence, ASPROWORDA aims at promoting women through research and development.

The internship will take place in the premises of the Association for Promoting Women in Research and Development in Africa (ASPROWORDA), Mendong, Yaoundé – Cameroon.

The internship is for three (3) months with an opportunity for extension, pending on the needs of the institution.

The internship is UNPAID and full-time.

Interns work five days per week (35 hours) under the supervision of a staff members in the department or office to which they are assigned.

The focus of this internship will be to support the institution in the following areas of work: gender, cross-border trade, trade facilitation, economic development, digital financial services, formal financial services, environment, among others.

RESPONSIBILITIES

Under the general guidance of the CEO of the ASPROWORDA, and the direct supervision of the Director of Research, the incumbent will carry out the following functions:

- Contribute to research projects in the domains of Economic Development and Social Sciences (with a particular focus on women empowerment);
- Conduct rigorous research, including literature review, data collection, data analysis, interpretation of results in a concise and clear manner;
- Organising events and conferences;
- Additional tasks such as formatting, editing and proofreading may be requested by the Director;

- Ability to work in a diverse environment and to produce high quality work all the time even under high pressure;
- Identify and compile partners and stakeholders for gender and inclusive development, including business associations, and document success stories of women economic empowerment;
- Other tasks as signed by the Director.

DELIVERABLES

The deliverables from this assignment may include:

- Women economic empowerment common guidelines for facilitating inclusion amid Covid-19;
- Contributions to research and knowledge products on gender and inclusive development in areas of interest,
- Contribute to projects, grants and assist in organising/servicing during events and conferences;
- List of gender and inclusive development partners and stakeholders, and documented success stories;

COMPETENCIES

Communication:

- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

EDUCATION

To qualify for an internship with the ASPROWORDA Internship Programme, the following conditions must be met:

- Applicants must meet one of the following requirements:
 1. be enrolled in a graduate school programme (second university degree or equivalent, or higher);
 2. be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
 3. have graduated with a university degree (as defined above) and, if selected, must commence the internship within a one year period of graduation;
- Be computer literate in standard software applications;
- Have a demonstrated keen interest in gender empowerment and have a personal commitment to contribute to knowledge for the purpose; and

- Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

This is an ongoing advertisement. The successful candidates may be contacted at any time within the posting period or shortly thereafter.

WORK EXPERIENCE

No working experience is required to apply for the ASPROWORDA Internship Programme. Your training, education, advance course work or skills should benefit the ASPROWORDA during your internship.

Experience in research in the African context, preferably regarding trade, gender, women's economic empowerment, or cross-border issues, is desirable.

LANGUAGES

English and French are the working languages of the ASPROWORDA.

ASSESSMENT

Potential candidates will be contacted by hiring manager directly for further consideration.

SPECIAL NOTICE

Incomplete applications will not be reviewed.

The Cover Note must include:

- Degree Programme (What are you currently studying?)
- Graduation Date (When will you graduate or when did you graduate from the programme?)
- List the IT skills and programmes that you are proficient in.
- List your top three areas of interest.
- Explain why you are the best candidate for this specific internship.
- Explain your interest in the ASPROWORDA Internship Programme.

In your application, be sure to include all past work experiences, IT skills, and three references.

The above documents should be sent to the CEO of ASPROWORDA, Dr. Vanessa S. Tchamyu, at simenvanessa@yahoo.com , copying the Director of Research, Prof. Dr. Simplice Asongu at asongusimplice@yahoo.com .

Due to the high volume of applications received, ONLY successful candidates will be contacted.