Internship - Job Description (6 months)

LIMITE DE CANDIDATURE

01 Décembre 2023

DURÉE DE LA MISSION

Court Terme

ZONE GÉOGRAPHIQUE

Afrique

The main aim of the "Regional Operational Centre in Khartoum (ROCK) in support of the Khartoum Process, The African Union (AU) Horn of Africa Initiative and the Eastern Africa Police Chiefs Cooperation Organisation (EAPCCO) - Phase II" project is to help dismantle the criminal networks involved in human trafficking and smuggling in East Africa.

An information exchange platform has been set up in Khartoum, Sudan (the ROCK) to help strengthen police cooperation in the Horn of Africa, thanks to the presence within the Centre of Liaison Officers from each of the project's beneficiary countries.

The second phase of the project aims to consolidate and perpetuate the current model of cooperation between law enforcement agencies in the fight against criminal networks involved in the smuggling of migrants and trafficking in human beings, but also to strengthen the criminal chain against suspected traffickers and smugglers, and to facilitate the transition of the ROCK.

Currently based in Kenya, the ROCK team is made up of international experts and liaison officers from the 11 partner countries: Chad, Djibouti, Democratic Republic of Congo, Egypt, Ethiopia, Kenya, Somalia, South Sudan, Sudan, Uganda and Yemen.

Context

In addition to the exchange of information and the transmission of reports via the INTERPOL I24/7 network, the ROCK implements, with its partner INTERPOL, numerous activities contributing to the achievement of the objectives set out in the Contract.

In order to carry out the project's activities successfully, a trainee needs to be recruited to strengthen and support the team in carrying out the project's day-to-day tasks.

Tasks:

The intern will work closely with the project team in the field and at head office.

Under the supervision of the Technical Director, the Technical Advisors, the Administrator and the Project Manager, the intern will participate in the day-to-day management of the project:

- Will be responsible, at the request of the Technical Director, for drafting notes addressed to project stakeholders;
- Participate in the proofreading and layout of contractual reports;
- Support the team in the logistical organisation of activities and participate in the smooth running of activities (monitoring of air tickets, preparation of team visas; assistance in preparing diaries, etc.);
- Support the Administrator in the awarding of public contracts;
- In liaison with the Administrator and the local assistant, monitor administrative and accounting documents, ensuring that they are in order;
- Assist the team in preparing financial audits;
- Support the Administrator in preparing budgets and monitoring expenditure;
- Participate in the drafting and preparation of the project's Newsletter;
- Monitor the local media and the project's partner countries on subjects related to the project.

Profile Expected:

Qualifications and professional experience;

- Master's student in Political Science, International Project Management or equivalent.

Professional skills:

- Fluency in English (written, spoken, read);
- Knowledge of contractual procedures applicable to EU external action is an asset;
- Ability to communicate in Arabic is an asset;
- Experience of working in international teams.

Interpersonal skills:

- Rigour and organisational skills;
- Time management skills;
- Ability to adapt, initiative and autonomy;
- Availability, tenacity, and reliability;
- Ability to listen and understand a complex political and technical environment.

Location and duration:

- 6 months; Start of Mission in January 2024
- Internship agreement;
- Position based in Nairobi, Kenya.

Please send your CV and covering letter to sandor.a@civipol.fr and Herve.jamet@rock-center.eu

