

Afromedi@net Internship/Job descriptions

Afromedi@net is looking for interns on a six months basis in its international secretariat at Seyssel (France) in supporting of its works in Africa. The candidates should have good speaking and writing English skills, communication skills as well as computer literacy. There are four positions for interns at Afromedi@net including, administration and management of the information database, research and publications, information and communications, and fundraising activities.

Duty station: 01420 Seyssel / France

Duration: 6 months /The internship period must be at least six months and can be extended by mutual consent.

Remuneration: Internships are **unpaid**. Selected candidates are expected to make their personal arrangements for travel to France, board, lodging and other expenses.

Closing date: Closing date for applications is opened. The number of intern's positions per year is limited. Only short-listed candidates will be contacted for an interview. Afromedi@net accepts interns only on a full-time basis work.

Starting date: To be negotiated, according to [Afromedi@net's](mailto:Afromedi@net) planning.

Job description:

Under the general supervision of the office director and the administrator, the interns are respectively in charge of Information and communication, Fund raising activities, Research and publications, Administration, management of the information database and the reference centre.

The interns works consist of gathering information, designing projects and research papers, preparing funds raising proposals as well as developing, co-ordinating and maintaining the Website. The office works consist of general secretariat and administration, management of an information database and the reference centre.

Internships at **Afromedi@net** are challenging and highly rewarding. Interns can expect to gain: practical skills in administration, Fund raising, project design and management, information and communications management and a greater understanding of the daily running of human rights, development issues and humanitarian affairs in Africa as well as the opportunity to work in a multicultural environment.

Requirements:

- Currently enrolled in a Masters programme or completed a university degree in Mass communications studies, International Relations, Social Sciences, development studies, Political Science, Business administration, finances or other fields related.
- Fluency in English required, with strong research and writing skills.
- Superior computer skills with very good knowledge of Word, Excel and Access with proven web skills.
- Ability to work with minimum supervision,

Vacancy Contact:

Please, send your CV and covering letter (both in English) to Secretariat@afromedianet.com

Or by Fax: ++ 33 952 86 64 28/++33 872 86 64 28;

Or by post mail to Afromedi@net, 4 Montée du Pont, 01420 Seyssel, France

For more information visit: [http:// www.afromedianet.com](http://www.afromedianet.com)

Thank you for your understanding.