

Institute for Human Rights and Development in Africa (IHRDA)

IHRDA INTERNSHIP/FELLOWSHIP POLICY

1. INTERNSHIP

IHRDA welcomes interns to participate in its work. The aim of the internship program is to contribute to the training of young human rights workers from all over the world, and the African continent in particular.

Application

Applicants must send the completed application form and a CV to internship@ihrda.org at least six months in advance of the proposed dates of interning. Incomplete applications will not be considered. Applications are reviewed on a quarterly basis: March – June – September – December. Only in very exceptional circumstances will applications be reviewed outside these set periods. Applicants will be notified of IHRDA's decision as soon as possible after the review. .

NB: IHRDA is not responsible for applications lost or delayed in the post.

Terms and Conditions

Time period: Interns must stay for a minimum of three months and a maximum of one year.

Nature of Work: Interns may assist according to their background and interests, in any aspect of IHRDA's work: capacity building, legal Advocacy, research and publications, and partnerships, as well as in technical and administrative tasks. The content of the work to be done during the internship and specific projects, if any, will be mutually agreed upon in advance. Accepted interns are advised to bring their own laptops as IHRDA cannot guarantee the availability of a computer.

Qualifications: Interns must be computer literate and fluent in either English or French; working knowledge of the other language would be an advantage. Arabic or Portuguese language skills are an added advantage. Interns may be of any academic or national background. Applications from people with legal training, training in, fund-raising, graphic design, computers and web page maintenance, library and cataloguing skills, public relations and social sciences are all welcome

Funding

For Africans: IHRDA particularly encourages interns from Africa in order to promote and develop much needed expertise on the African Human Rights System among young Africans professionals. Where funding is available IHRDA will provide African interns with a monthly stipend of \$150

NB: This offer is subjected to availability of funds to support interns from Africa (please check with IHRDA). When applying, please list additional sources of funding. If you require additional funding to make your internship possible, please specify your circumstances and the expected expenses.

From outside Africa: Interns from outside Africa pay into a fund for the support of African interns, as follows: \$250 per month for those who stay three months; \$200 per month for those who stay up to seven months; and a flat \$1500 for those who stay eight months or longer. Such interns will have to cover all their living and other expenses while in the Gambia, including health insurance.

Copyright: The copyright for all written documents prepared by interns in the course of their work shall be the property of IHRDA, unless otherwise agreed upon.

Supervision received: Interns will be assigned a supervisor at the beginning of their internship.

Confidentiality: Interns agree to maintain the confidentiality of all sensitive information related to the work of IHRDA.

This responsibility will remain even after the termination of the internship.

Governing terms: Interns agree to abide by the rules and regulations of IHRDA, as set out in the Staff Handbook.

IHRDA receives more applications for internships than it can accept. Priority will be given to candidates whose skills are most useful to IHRDA's work at the time they apply.

IHRDA is an equal opportunity institution and does not discriminate on the basis of gender, religion or ethnicity.

2. FELLOWSHIPS

IHRDA also offers fellowships to fully qualified African lawyers. Fellows at IHRDA stay for three to six months and usually devote their time to the preparation of a specific case or cases to bring to the African Commission, as well as participating in other activities of IHRDA.

Fellows are usually members of the bar in their home countries, with experience in practice. A key factor in the selection of Fellows is whether they have a well-developed case that is ripe to bring before the African regional human rights bodies. Fellows may also be chosen to work on cases that IHRDA already has in progress.

For inquiries about fellowships please send an email to internship@ihrda.org.

