



Canadian International
Development Agency

Agence canadienne de
développement international

INTERNSHIP OPPORTUNITY

Details:

The Canadian International Development Agency (CIDA) is seeking an intern to assist with the coordination, monitoring and financial administration of the **Canada Fund for Local Initiatives** (CFLI) programs in Lesotho, Namibia, and South Africa. The intern will report to the Project Team Leader for the Canada Fund within the CIDA team.

Specific Mandate:

The intern will:

1. Become familiar with organisations currently in receipt of funds from CFLI and follow up where project reporting on specific projects is incomplete.
2. Monitor the progress of work being done by partners, in particular to see to the closure of projects from the previous years. Check on any other relevant matters and submit reports to the High Commissioner's Representative responsible for CFLI.
3. Prepare reports and keep records on CFLI as required by the Canadian High Commission.
4. Maintain the CFLI database of projects and provide guidance to interested parties as required by the Canadian High Commission.
5. Assist with general day to day administration as required by the High Commission.
6. Other related duties, as required.

Mandatory Criteria:

- An undergraduate university degree in administration, social sciences, project management or another field pertinent to the position.
- Knowledge of the recipient countries and their main developmental issues.
- Ability to assess development projects and their potential socio-economic impact, and provide written justification for funding such projects.
- Experience with work planning and organizing.
- Strong interpersonal skills and ability to communicate effectively in English, both orally and in writing.
- Good management (administrative and financial) expertise.

Level of effort

The intern will be based at the CIDA-Project Support Unit (PSU) in Hatfield, Pretoria and will work on average two (2) days a week between 1 September 2011 and 31 September 2011 with a possibility of a one month extension. One day is equal to 7.5 hours. A stipend will be provided.

Interested individuals who meet the criteria should submit a cover letter and a CV with two references (at least one work related) to lucie.mukenge@international.gc.ca by 15h00 on Tuesday 2 August 2011.

Only short listed candidates will be contacted.