

HAMOYE HANDBOOK

HDSC Winter 2022

Ensure you familiarize yourself with this handbook, it contains most of what you need to succeed in this program.

All the best!

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Welcome to Hamoye

Our mission is to help prepare young professionals and college interns for their choice careers and the future of work. It is a known fact that getting the first professional job, post college education, is universally challenging. Depending on the country, it may be the most difficult challenge young graduates will ever face. Whether one is successful at it or not could determine the course of one's life. This is where Hamoye comes in. We offer world class, specially designed, internship style learning programs, to help prospective interns acquire real world work experience. All for free. What's the catch? There is no catch! Our goal is to help struggling young professionals or college students who want to set themselves up for success with some of the tools they need to differentiate themselves in the tough tech job market.

Our internship programs simulate the real work environment, while cutting out all of the unnecessary distractions that come with traditional internships. Not only do we have the capacity to provide everyone with an opportunity to acquire job-ready expertise, we have the special sauce to ensure our interns get the best out of the experience. Also, interns will work alone and with peers, in a fast paced, competitive environment, to keep them motivated throughout their choice program.

Our internship programs are offered 3 to 4 times a year and involve:

- (i) specially designed short courses with real-world projects to introduce interns to the tools they need to stand out
- (ii) exposure to industry experts via webinars
- (iii) career coaching and
- (iv) presentation project with peers.

Our Social Learning Management Platform (hamoye.com) is designed to help interns participate from anywhere in the world, track their accomplishments, and showcase themselves to potential employers.

Mission

To jumpstart desirable careers for millions of people all over the world and develop an army of problem solvers for the world. We are a tech startup, founded to help young professionals acquire in-demand expertise by redesigning how internships work.

Theme

Building the future of work

Program Structure

Hamoye Data Science Internship is a 4-month remote internship program targeted at individuals who have solid analytical skills and wish to start a career or advance their skills for rapid career development in Machine Learning Ops/Data Engineering, Data Science, and Data Storytelling. Interns will learn the rudiments of machine learning, coding, statistics, and models for data science. Participants will be required to progress through a 6-sprint competition, each lasting 2 -3 weeks. Each sprint has a pre-set training curriculum and a real-world use case challenge.

At the end of this internship, interns will apply skills they learned to collaborate and provide data-centric solutions to real world problems. For instance, interns can use a dataset to build a machine learning model. It is expected that interns who enroll in this option already possess basic programming skills.

Admission Requirements

This internship is open to everyone - professionals and students in higher institutions who are ready to commit the time and effort to scale the rigorous program- no entrance exam required.

Program Tracks

The program is divided into three tracks:

Data Science

The data science track includes multiple carefully crafted courses. These include (i) Introduction to Python for Machine Learning, Regression in Machine Learning, Classification in Machine Learning, Neural Network, Image Recognition and Object Detection, Practical Time Series Analysis and a capstone project.

MLOps/Data Engineering

The data engineering track shares the first two modules with Data Science i.e. Introduction to Python for Machine Learning and Regression in Machine Learning. However, in addition to these introductory courses, it also covers multiple courses in MLOps, specifically Introduction to Kubernetes, Machine Learning Operations with Kubeflow, Kubeflow Components and Pipelines, and a capstone project.

Data Storytelling

Data storytelling is the practice of building a narrative around a set of data and its accompanying visualizations to help convey the meaning of that data in a powerful and compelling fashion. The curriculum starts with Introduction to Python for Machine Learning and then Data Storytelling specific courses, specifically: Becoming a Data Storyteller, Python Libraries for Data Storytelling, Data Storytelling in Pattern Recognition, Data Curation for Storytelling and a capstone project.

Program Curricula

The internship is a careful culmination of courses and projects designed to take interns from beginner to advanced level in their respective tiers. Course curricula and projects have been designed with inputs from experts around the world. Each track has respective capstone projects, structured to allow interns to leverage all the knowledge and skills gained from the course while working on their chosen projects with the guidance of professionals across the world. The projects will boost interns' portfolios and prove their job-readiness to prospective employers.

A. Foundational Courses

- Grades do not count towards final certification

Before the internship begins, interns will have the liberty to take some appetite whetting courses as they prepare for the real deal. This module will expose interns to the basic programming language in data science and introduce them into the world of machine learning, some of the most important python libraries, and classification of machine learning problems. The courses in this module include:

1. [Introduction to Python With Google Colab & Anaconda](#)
2. [Version Control Using Git](#)

Note that these courses are optional, as it is expected that every intern is already familiar with the concepts therein.

B. Curricula Courses

- All Grades count towards final certification

Data Science Track

Stage A

[Introduction to Python for Machine Learning](#)

This course will expose interns to machine learning techniques and how they can serve as an invaluable tool for solving one of the grand challenges posed to humanity such as Climate Change. Interns will work on cleaning, wrangling, exploring, providing summary statistics and interesting visualisations on a public utility data containing millions of rows and tens of files in structured format.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage B

[Regression in Machine Learning](#)

In this course, interns will develop a multivariate multiple regression model to study the effect of eight input variables on two output variables, which are the heating load and the cooling load, of residential buildings.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage C

[Classification in Machine Learning](#)

In this course, interns will use provided datasets to classify and predict the quality metrics (qascore) of the ecological footprint data for the different countries. This data includes total and per capita national biocapacity, the ecological footprint of consumption, the ecological footprint of production, and total area in hectares.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage D

[Neural Networks, Image Recognition, and Object Detection](#)

In this course, interns will explore the building blocks of neural networks, which are versatile, powerful, and scalable. Interns will learn how to use them to tackle complex problems like the use of convolutional neural networks for image recognition.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage E

[Practical Time Series Analysis](#)

In this course, interns will explore and build time series forecasting models for measurements of electric power consumption in one household with a one-minute sampling rate over a period of almost 4 years.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Data Engineering Track

Stage A

[Introduction to Python for Machine Learning](#)

This course will expose interns to machine learning techniques and how they can serve as an invaluable tool for solving one of the grand challenges posed to humanity such as Climate Change. Interns will work on cleaning, wrangling, exploring, providing summary statistics and interesting visualisations on a public utility data containing millions of rows and tens of files in structured format.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage B

[Regression in Machine Learning](#)

In this course, interns will develop a multivariate multiple regression model to study the effect of eight input variables on two output variables, which are the heating load and the cooling load, of residential buildings.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage C

[Introduction to Kubernetes](#)

This course explores what kubernetes is, its architecture and building blocks, how it can be run on our local system or in the cloud, different ways we can configure and protect sensitive information, and how one can let external applications access one's kubernetes application.

Quiz for this course on the platform needs to be submitted before the course due date.

Stage D

[Machine Learning Operations with Kubeflow](#)

In this course, interns will learn about the application of machine learning operations with Kubeflow, how Kubeflow can be used to make deployments of machine learning workflows on kubernetes simple, portable and scalable, resulting in faster release and lower operating costs.

Quiz for this course on the platform needs to be submitted before the course due date.

Stage E

[Kubeflow components and Pipeline](#)

In this course, interns will learn how to build Kubeflow components and connect them in a pipeline. This course will also provide the basic knowledge of building machine learning pipelines using Kubeflow.

Quiz for this course on the platform needs to be submitted before the course due date.

Data Storytelling Track

Stage A

[Introduction to Python for Machine Learning](#)

This course will expose interns to machine learning techniques and how they can serve as an invaluable tool for solving one of the grand challenges posed to humanity such as Climate Change. Interns will work on cleaning, wrangling, exploring, providing summary statistics and interesting visualizations on a public utility data containing millions of rows and tens of files in structured format.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage B

[Becoming a Data Storyteller](#)

In this course, interns will learn the basics of technical writing, and how to become technical writers. This course outlines and defines the technical writing process, best practices, and steps to launch their technical writing career.

Quiz for this course on the platform needs to be submitted before the course due date.

Stage C

[Python Libraries for Data Storytelling](#)

This course will teach interns the different python libraries such as seaborn, matplotlib, GGplot, plotly, etc. by building data storytelling projects.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage D

[Data Storytelling in Pattern Recognition](#)

The course covers the concepts of pattern recognition, storytelling, and their relationship. Although originally developed using Wolfram Programming Language, interns are expected to go through the course as a guide ,and produce a storytelling

project using Python Programming Language as the language of choice for data analysis and visualization.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

Stage E

[Data Curation for Storytelling](#)

In this course, interns will learn the what, the why, and the how of data curation.

Quiz for this course on the platform needs to be submitted before the course due date.

Completing the coding exercise is mandatory and the link should be uploaded by the intern to the database provided at the start of the course.

C. Mandatory Projects

There will be 2 mandatory projects to be completed in assigned groups. Only active members of the groups will be rewarded, so no coasting folks!

Premiere Project

By the end of Stage B, interns will be organized into groups and provided information for the 1st presentation project of this internship. Groups include interns in the Data Science, Data Engineering and Data Storytelling tracks.

Capstone Project

At the start of the program, interns can get a glimpse of the various projects that will be worked on by visiting our [blog](#). The capstone projects allow interns to leverage on what they've learnt, and provide data-driven solutions to some of the problems facing humanity. These capstone projects have been designed to address different challenges across many sectors. We are advocates of **learning by doing** since we believe that

true mastery of any skill, especially something as practical as coding, comes through doing.

As a result, if interns are enrolled in any of Hamoye programs, they must be ready to get their hands dirty with work which will make refined experts out of them.

Our interns in time past have testified to the efficacy of capstone projects, and their testimonies and experiences can be found [here](#) and [here](#).

Project Groupings

To reiterate, Group Projects are a requirement of the Hamoye Internships. Interns are grouped into smaller sizes to accommodate the contribution of every member in all the projects that they will be involved in.

Before the conclusion of Stage B, all interns will find out what group they have been placed in, and both the premiere and the capstone projects must be executed within these groups.

Group members are encouraged to meet each other virtually to get acquainted with each other in order to facilitate the rapport they need when the projects start.

Working in groups will help interns simulate a typical work environment. Interns will find out it might be easier to work with some group members than others. Nonetheless, everyone has to actively participate in the project to get the desired outcome.

Group members are asked to choose a Group Lead, Assistant Group Lead and a Query Analyst.

Important: No group switch or swap is allowed, Interns who do not adhere to this rule will be scored zero in the premiere or capstone project or both depending on when the switch/swap occurred. Group and Assistant Group Leads should also not allow interns who are not on their group list to participate in their projects.

D. Webinars and Career Coaching sessions with industry Experts

Some of these webinars are mandatory too, and we will let interns know which ones. We want our interns to be equipped to make decisions, get ideas and be motivated by those who have walked in their shoes and who know exactly what it takes to find the fulfilling career. We spend a lot of time organizing these sessions and the industry experts as well prepare for these presentations. Interns are encouraged to join all webinars.

E. Certification and Hamoye Fellowship

The following must be fulfilled to obtain a Hamoye Fellowship Certificate. All interns who wish to have a certificate must endeavor to fulfill these criteria:

- 1) Completion of all mandatory course quizzes completed on Hamoye.com
- 2) Completion of all mandatory coding / tag-along project or other coding assignments
- 3) Active participation in all group projects.
- 4) Attendance from start to finish of all mandatory webinars
- 5) Obtain an average of 60%, no exceptions.

In addition, interns who receive 60% or more in each course quiz they complete will also receive an automatically generated certificate for the course as soon as the course is officially closed on hamoye.com

Asides the core criteria listed above, here are some of your vital responsibilities as an intern that will equally affect your chances of being an Hamoye Fellow:

1. Include your correct 16-digit student ID in forms whenever you submit projects. Here is a reminder of how to find your Hamoye Student ID, click [here](#). Inputting an incorrect Student ID would guarantee a zero grade in that project.
2. Double check your codes and projects to ensure that they are correctly uploaded; if not, identify empty uploads and re-upload files. There will be no other chances to resubmit your projects after the due dates.
3. Ensure you have a stable internet connection when attempting quizzes and project uploads. There will be no other chances to reattempt quizzes once a quiz is submitted.

The Hamoye fellowship is a body of Hamoye's past interns, all of whom have been certified and found eligible for employment opportunities within Hamoye and other data science firms.

F. Non-Certification

There could be instances where students don't meet the criteria set out in Section E. For example, illness, family situation or some other unforeseen circumstances. This is why each successfully completed course with a grade of 60% or more is rewarded with a certificate, so that you are rewarded as you go. Basically, everyone who puts in the work as best as they can should have one or more certificates to show for the different courses completed with a score of 60% or more.

G. Other offerings

- Awards to best intern per sprint
- Career coaching and recommendations
- Publish your works on Hamoye blog
- Membership of OneCV: Hamoye's exclusive job market
- Access to Hamoye AI Labs Faculty

Program Timeline

Component	Period	Duration (weeks)
Onboarding/Orientation	Week 1	1
Stage A	Weeks 2 & 3	2
Stage B	Weeks 4 & 5	2
PREMIER PROJECT PRESENTATION	Weeks 6	1
SHORT BREAK	Week 7	1
Stage C	Weeks 8 &9	2
Stage D	Weeks 10 & 11	2
Stage E	Weeks 12&13	2
Stage F- CAPSTONE PROJECT PRESENTATION	Weeks 14-16	3

How To Use the Platform

Our Platform is uniquely designed to give our interns the best learning experience. Aside from solely being a learning management system, we have incorporated features that enable a holistic learning experience, consisting of Study groups, Chat boxes, and much more. It is important that interns first sign up on hamoye.com and then familiarize themselves with the platform before the start of the internship. The following has been prepared to help you enjoy your first time on hamoye.com:

- [See how to create an account on hamoye.com](#)
- [See how to take a course on hamoye.com](#)

Communication Channels

Communication is best done when it goes two ways. Interns will not spend 100% of the time studying materials, there will always be avenues for constructive conversations between them and the organisation.

The following channels will be used for the purpose of communication during the program: Hamoye platform discussion forum, email, Zoom, and Slack.

Zoom/Youtube livestream will be the official channel for all audio and video calls including webinars.

Slack will be the interactive space for the course. We understand the importance of interaction, and this space is created with that in mind. Interns are encouraged to interact with each other, and also with the Hamoye Team regarding any questions they might have. Different channels have been created to serve several purposes, and more may be created as the need arises.

Hamoye.com: For each of the courses, there is a discussion button that allows interns to share ideas around concepts being taught, ask questions from their peers, and provide answers to questions.

Social Media

Stay connected with us on social media in order to stay updated on recent happenings. We also take to our social media channels to celebrate outstanding interns.

Visit www.hamoye.com/social to follow us on our various social media platforms.

Code of Conduct

The Code of Conduct aims to ensure that all Interns understand the standard of conduct required. Interns are expected to uphold the Code of Conduct at all times while learning, carrying out their duties and interactions.

i. Expectations From Our Interns

Interns are expected at all times to:

A. Be Responsible: Carry out all their learning activities responsibly, safely, and in a competent manner. The primary responsibility is to learn, we expect interns to conduct themselves in a manner worthy of emulation, without being judgemental or biased. Avoid providing information to other Interns that are misrepresented or falsified. Inform the Hamoye Team Representative to follow up with professional advice.

B. Be Respectful: Respect other Interns and honor their integrity without prejudice to economic status, abilities, race and customs, cultural and religious needs.

C. Be Present: Attend all learning activities i.e Projects, Webinars, Weekly Coding Clubs, and Slack Engagements diligently; if indisposed, interns should inform community members, and the Hamoye Team Representative as early as possible. Avoid abandoning learning abruptly, especially during the periods of assigned group responsibilities, as this will have a negative effect on the learning outcome i.e grades, of

the other group members. Should there be an absolute need for abrupt withdrawal from learning, interns should inform the representatives of the Hamoye Team before leaving.

D. Be Discerning: Behave in the most appropriate or desirable manner while learning such that liabilities will neither be created, nor Hamoye disreputed. Avoid engaging in activities or actions that will bring any harm (physical or mental) to a person or property. Exercise discretion in extending help, especially in monetary terms beyond the scope of their learning, or seeking/accepting rewards, benefits or gifts without authorisation.

ii. Protection of Confidential Information

All information confidential to Hamoye, especially personal data of interns, must not be disclosed or used for any other purposes unless absolutely necessary to help our Interns learning experience with Hamoye. It is advisable to check with the Hamoye Team Representative or the Data Protection Officer at hello@hamoye.io if there are any queries or doubts. Photographs and videos are considered personal data of the person photographed or filmed. If an Intern would like to take photographs or videos of other Interns, consent must be sought from them in a private and personal arrangement. As an Intern, you must destroy all copies of the name list and any documents containing personal data of other Interns, and all other confidential information of Hamoye immediately after their learning ends.

iii. Conflict of Interest:

Interns are not expected to:

- A. Assume learning with other organisations. Having other personal commitments, or situations that will give rise to conflict of interest in the period of your learning with Hamoye.
- B. Use or allow others to use Hamoye's Name, property, resources, information, or funds for any purpose other than that required for their learning activities.
- C. Act as a spokesperson for Hamoye unless prior permission or authority has been granted.

iv. Do's

As an Intern, you are required to;

- A. Be aware that you will be identified with Hamoye, hence, it is required of you to understand the mission and core values of the organization
- B. Be punctual for your learning activities and engagements
- C. Lead by example and be good role models for other Interns
- D. Be mindful of Interns who are overly-friendly or attention-seeking. Maintain appropriate behavior and prevent having any otherwise contacts with other Interns.
- E. Maintain confidentiality and respect the privacy and dignity of other Interns.
- F. Respect the feelings of other Interns.
- G. Be generous with encouragement and praise, by regarding and celebrating the talents and achievements of other Interns.
- H. Instill independence and self-confidence by providing guidance to other Interns to complete their tasks by themselves, rather than doing things for them.
- I. Consult Hamoye Staff when in doubt
- J. Give compliments or feedback to Hamoye staff on positive or adverse encounters while learning
- K. Report immediately to the Hamoye Team Representative, should you be aware of any information from other Interns that is of potential threat or harm to Interns and/or others.

v. Don'ts

As an Intern in the Hamoye programs, the following are considered as prohibited;

- A. Soliciting sales or promotion of services of any kind on our platforms.
- B. Stepping in to take over tasks, assignments, and projects given to other Interns for monetary purposes or otherwise.
- C. Making empty promises or giving any form of monetary or material reward to other Interns without first consulting the Associate in charge of the Hamoye Team.
- D. Verbally, emotionally, or physically abusing the interns, especially using profanities or derogatory remarks.
- E. Uploading Interns' photographs to an online platform, including websites, blogs, or any form of social media without prior permissions from people in the photograph.
- F. Sharing information about the Interns and Hamoye with others, unless for promotional purposes.

Frequently asked Questions

Let's take a look at some of the questions that frequently popped up in our build-up to this Internship.

What does HDSC2022 mean?

HDSC is an acronym for Hamoye Data Science Internship 2022

Who can apply?

The Data Science internship is designed for data science professionals in beginner, intermediate and advanced levels. It is designed not only to spur the journey of participants towards becoming beginner, intermediate or advanced Data Practitioners but also to advance and strengthen the existing talents in the field of data science supported by career coaching webinars, instructors, mentors and Hamoye platform.

How's Hamoye internship program different from other programs?

Hamoye Internship offers unique opportunities for interns that simulate exact activities in a corporate environment. You will work on real life projects with your peers across the world, you will attend webinars conducted by experts in the data science and machine learning fields, unblocking sessions from Hamoye faculty, certificates of completion and lots more. The internship handbook explicitly explains the internship structure.

Can I defer from one cohort to another?

No, one cannot. In any case you can re-register for the next cohort and start the application process again.

Will a certificate be issued to me at the end of the program?

Please scroll up to section E (Certification and Hamoye Fellowship) and Section F (Non-Certification), above for details.

Through what media will courses be taught?

The course materials will be delivered in various forms on the Hamoye web app. The course will be largely delivered in scripts, a bit in videos, and one-one interactions with the Hamoye team.

How does community engagement work on Slack?

After your registration process is completed, you will be added to a Slack workspace via your email address (kindly ensure a valid email address is provided). We typically throw a virtual party before we get serious with learning. Our programs coordinator will send in timely details and information pertaining to the internship via the slack channel and all interactions and engagements between all our Interns are carried on within this confines. Once the internship begins and you have been assigned to your group, you can then begin to enjoy learning with the community.

When will the internship begin?

At the start of each cohort, applications will be made public across our social media handles. Visit www.hamoye.com/social to follow us on social media.

What materials would I need to be a part of the learning process?

The course will be delivered in an e-learning style. Hence, a good internet connection and a reliable device (tablet, desktop, laptop) are essential for learning.

Will there be chances to work on any real projects?

What's a data scientist or a machine learning expert without real-life project experience? From the start of the internship, interns will be able to choose from a plethora of projects on Hamoye website and about a 4-week timeline will be allotted to work on the project, with peers or independently, which will be judged by a group of experts across various sectors

How do I know the capstone project I will be working on?

The Hamoye platform is replete with diverse projects across various sectors. At the beginning of the internship, together with your group, you will choose at least two projects which you will work on and present to industry experts close to the start of the program and at the end of the internship.

Can I switch from a project group I have been assigned?

No, you will score a zero in that project if you do so.

How many tracks exist in the internship?

The internship is divided into three tracks:

- Data Science

- MLOps/Data Engineering
- Data Storytelling

Can I choose more than one track?

No, you are expected to select only one track and if you chose more than one track, you will be disqualified from the program.

How many stages are in the program?

Participants will be required to progress through a 6-sprint competition, each lasting 2 to 3 weeks.

Will I be paid monthly during the duration of the Internship?

Participants will not be paid monthly for the duration of the program. Although, the top participants from each sprint and track will be declared sprint winners. Sprint winners across all 5 sprints will receive awards to help defray costs of mobile data.

How many hours am I expected to devote for the internship?

The number of hours to be devoted for the internship is subjective and based on your current level of expertise. As a beginner, it is expected that you devote at least 35–40 hours per week due to the rigorous nature of the program.

What do I tend to benefit from the Data Science internship?

- Every participant has the opportunity to learn using a pre-set training curriculum, connect, collaborate and build a real-world use case.
- Every participant who successfully completes a sprint and the associated challenge will earn a certificate from Hamoye for each sprint completed.
- Participants will have an opportunity to work on a unique AI open-source project.
- The top participants from each sprint will be declared sprint winners and awarded prizes
- Finalists will be invited to join Hamoye AI Labs or our partner companies across the world.

How can I register for the internship?

Call for applications will be announced periodically on our website and social media handles. Kindly visit www.hamoye.com/social to follow us on social media.