



## ROLE PROFILE

Title:	Program Intern		
Functional Area:	Program		
Reports to:	Project Coordinator (P.C)		
Location:	Maroua	Travel required:	YES
Effective Date:	01 July 2024	Grade:	

## ROLE PURPOSE

Plan International is an independent child rights and humanitarian organisation committed to children living a life free of poverty, violence and injustice.

Working in 54 developing countries across Africa, Asia and the Americas, Plan aims to reach as many children as possible, particularly those who are excluded or marginalized with high quality programs that deliver long lasting benefits by increasing its income, working in partnership FOR MORE THAN 85 YEARS with others and operating effectively. Plan actively unite children, communities and other people who share its mission to make positive lasting changes in children's and young people's lives. PLAN support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future and place a specific focus on girls and women, who are most often left behind in the countries of its operation.

Given the current humanitarian crisis in the Far-North Region of Cameroon, Plan International is engaged in providing a nexus humanitarian and development intervention to address humanitarian needs, while simultaneously investing in the strengthening of communities' resilience and social cohesion. Its operations are implemented in key sectors of Protection (Child Protection and SGBV), Education, Livelihood, Food Assistance and Nutrition, WASH and NFIs in coordination with all other humanitarian institutions.

With new funding from various donors, Plan International will continue in 2024 his response in the region affected, through projects implementation in the sectors above noted. Under the direct supervision of the Project Coordinator, the work will consist provide support through the execution of a series of tasks that allow the implementation and/or finalization of reports and other deliverables expected by this service.

## DIMENSIONS OF THE ROLE

The program intern will primarily support and assist the program team and even work along with other department, learn, and grow. He or she will put into practice the knowledge and skills learn in the school to the benefit of the project. He will be base in Maroua and will work in close collaboration with project colleagues.

## ACCOUNTABILITIES

Under the supervision of the project coordinator the intern will:

- Participate in the implementation of project field activities, Support the follow-up of the project requirements at the level of the different support departments (Administration/Finance);
- Participate in project planning activities;
- Participate in various meetings and other project meetings;
- Follow the reception of the project items and the preparation of the distribution plans;
- Participate in the different distribution activities of the project;
- Participate in the elaboration of the different activity reports of the project (weekly, monthly, quarterly and annual);
- Participate in the setting up, filing and implementation of the P.O file;
- Be available to perform all other related tasks linked to the project
- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures

## KEY RELATIONSHIPS

Project Coordinator, Education in Emergency Officer and Assistant other member of the project and plan international staffs.

External: other NGO's, stakeholders in the area of intervention of the project

## TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

### Knowledge & Experience

- Hold a bachelor's degree in social sciences, education or a similar qualification;
- Experience of 06 months in similar tasks;
- Good communication skills, organizational skills and team spirit;
- Be able to work in an environment where security is a concern and under pressure;
- Speak French and/or English;
- Computer skills will be an added advantage;
- Ability to use general office equipment such photocopiers, printers etc....
- Experience working with an international NGO would be an advantage;

### Skills

- Good inter-personal skills
- Good client/customer relations
- Good writing and reporting skills
- Good negotiation skills

- Strong team player
- High level of discretion
- Planning & organizing

#### **Behaviours**

- Planning and organizing abilities
- Timeliness and proactive in the discharge of duties
- Ability to inter-face with staff visitors and partners at all levels
- Communicates in a manner that inspires confidence and professionalism
- High sense of judgment and responsibility
- High safety awareness level of area of operation
- Good team player

### **PLAN INTERNATIONAL'S VALUES IN PRACTICE**

#### **We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

#### **We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

#### **We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

#### **We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

### **PHYSICAL ENVIRONMENT**

The intern is called to work in all the areas of intervention of the project in the field and in the office where need arises

### **LEVEL OF CONTACT WITH CHILDREN**

High level: Frequent interaction with children