**CANADIAN NGO:** Forum of Federations

**LOCAL NGO:** Forum of Federations – Ethiopia

**JOB TITLE: Intern -** Forum of Federations – Ethiopia

**COUNTRY:** Ethiopia

**DESCRIPTION OF CANADIAN NGO:**

The Forum of Federations (the Forum) is a Canada-based international NGO that develops and shares comparative expertise on the practice of federal and decentralized governance through a global network. The Forum’s mission is to strengthen inclusive and responsive governance, including pluralism and gender equality, in federal, decentralized, and transitioning countries. For the past 20 years the Forum has worked with high level government officials, parliamentarians, and civil society to facilitate knowledge and experience sharing in and between nations with federal or multilevel governance systems. Through research, capacity development and training activities, the Forum bridges the world of academia and practice, supporting governments around the world to develop solutions to multilevel governance challenges. Headquartered in Ottawa, Canada, the Forum has field offices in Brazil, Ethiopia, Germany, Jordan, Morocco, Myanmar, and Tunisia. Ten governments are partners of the Forum: Australia, Brazil, Canada, Ethiopia, Germany, India, Mexico, Nigeria, Pakistan, and Switzerland.

**DESCRIPTION OF LOCAL NGO:**

The intern will work with Forum program teams on the implementation of two projects:

* A 7-year project entitled: “*Empowering Women for Leadership Roles in the Middle East and North Africa Region (Jordan, Morocco, and Tunisia)*” (MENA Project) the objective of which is to increase the capacity of women to engage in leadership roles and governance processes and enhance the ability of women and men to influence policies pertaining to inclusiveness. This is achieved by supporting gender-sensitive policies strengthening inclusive governance in Jordan, Morocco and Tunisia and empowering woman to participate more equally with men in decision making.
* A 5-year *Strengthening Federal Governance and Pluralism in Ethiopia*”, which addresses weaknesses in Ethiopia’s federal governance system. With the ultimate outcome of a strengthened and more responsive federal system for Ethiopian men and women, the project works to achieve three key results: Enhanced management of inter-governmental relations by the government of Ethiopia in the context of Ethiopia’s multicultural federation; Improved inter-governmental fiscal relations that support environmentally sustainable and equitable development for men and women, and; Increased understanding of the constitution by Ethiopian men and women regarding their rights and avenues of recourse.

The intern will support the MENA and Ethiopia project teams in the implementation of the two programs. He/she will undertake a variety of tasks to support program teams as required to ensure the effective implementation of program activities.

**RESPONSIBILITIES:**

The intern will be expected to perform tasks such as:

* Assisting in preparing, drafting and editing project documentation
* Providing various support to assist activity preparation and delivery, including those implemented through online conferencing and training platforms
* Assisting in developing and drafting project progress reports for donors (developing narrative and financial content, synthesizing data, producing charts/graphs/tables)
* Conducting research, and collecting and analyzing data, to support the implementation of project results-based monitoring and evaluation
* Monitoring press on new developments in the MENA region and in Ethiopia
* Developing content for and edit project publications, including those published on the Forum website and social media platforms
* Providing administrative support as necessary.
* Supporting other program teams as necessary.

**QUALIFICATIONS:**

Internship applicants must:

* Have demonstrable interest in federalism, multilevel governance, state-building, and development issues.
* Possess excellent written and verbal communication skills.
* Be proficient in the use of the Microsoft Office Suite (Word, Excel, PowerPoint etc.).
* Be fluent in English and French.
* Be output-oriented with the capacity to deliver against tight deadlines.
* Be a resilient, pro-active self-learner who can work independently with light supervision...
* Possess good interpersonal skills and the ability to work and collaborate effectively as part of a team.

**DESIRABLE SKILLS & QUALIFICATIONS**

Applicants that possess the following skills and qualifications in addition to those required as presented above will be preferred:

* Proficiency in the use of social media (Facebook, Twitter, Instagram etc.) and online video conferencing platforms (Zoom, WebEx etc.)
* A demonstrable interest in the MENA region and/or East Africa.
* Fluency in Arabic and/or Amharic.
* Experience of quantitative and qualitative data collection, analysis, and presentation of results.