**INTERNSHIP ANNOUNCEMENT**

**Internship – Administration**

**Position status:** Internship

**Location:** Dakar, Senegal

**Compensation:** None. Transportation stipend of 20,000 FCFA/week will be offered.

**Duration:** Three months renewable one time

The United States Peace Corps in Senegal working to promote world peace and friendship is recruiting individuals for short term period internship in its office in Dakar. The internship program is open for a qualified individual seeking a short term learning opportunity in administrative support.

The responsibilities will include:

* Entry of various data in database system provided;
* Classification and filing as directed by the Regional Manager, Safety and Security Manager and Assistant;
* Assist with preparation and planning of Volunteer and staff training in the area of safety and security;
* Help keep up to date the safety and security section of various policy handbooks and databases;
* Collect and compile pertinent safety and security information from newspapers for information dissemination;
* Assist staff in developing site visit reports;
* Assist in other administrative duties as requested.

The ideal candidate will have the following profile:

* Recently graduated student (Bachelor Degree) in the field of management, law, communication, language studies etc…
* Prior work experience of up to one year is an advantage.
* Good attention to detail.
* Must be literate in French (Fluent) and English (good).
* Must be knowledgeable of Office Suite (Word, Excel, PowerPoint, Outlook)- skills will be tested.
* Commit to work minimum of 20 hours/week Monday to Friday. Ability to commit to 40 hours/week is preferred.

Interested and qualified applicants for the position should submit the following:

1. Letter of interest/motivation, **in English,** addressing your experience and suitability for the position;
2. A current resume (CV) **in English**+ 1 professional references;
3. Any other documentation (e.g. certified copy of educational certificates, degrees earned, driving license) that addresses the qualification requirements of desired position;
4. Certified copy of identity card or certificate of nationality **and** “extrait of *casier Judiciaire;*

Interested applicants must have ability to pass full background/security checks.

# All applications should be submitted **electronically and in English** to [HRSenegal@peacecorps.gov](mailto:pcsnrecruit@gmail.com) with “Internship- Administration” in the subject line no later than **00:00 by May 27, 2018**.

# *Incomplete and/or late application will not be entertained, nor applications not submitted in English.*

Only those candidates short-listed for an interview will be contacted. NO TELEPHONE CALLS PLEASE.

*The United States Peace Corps is an Equal Opportunity Employer.*