



## INTERSHIP PROFILE

|                      |                                               |                  |                  |
|----------------------|-----------------------------------------------|------------------|------------------|
| <b>INTERN TITLE:</b> | <b>Inequality Campaigns Intern-Operations</b> | <b>LOCATION:</b> | <b>Nairobi</b>   |
| <b>DEPARTMENT:</b>   | <b>Influencing and Engagement Hub</b>         | <b>DURATION:</b> | <b>12 months</b> |

### COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity and gender equality within our organization

**INTERSHIP PURPOSE:** The purpose of the post is to support the inequality, economic and climate justice team on internal operational and coordination activities. They will support with team coordination, documentation, finance and donor reporting, internal communications among others.

The post will be immensely beneficial to the intern, as they will gain opportunities, support, and exposure to learn, build their capacities, and grow professionally. The learning plan will be developed jointly by the intern and their line manager.

### ROLE REPORTS TO

Inequality research and policy advisor

### KEY INTERN RESPONSIBILITIES

1. Support in the internal operations, including documentation, finance, donor reporting among others.
2. Support in the coordination of the monthly newsletter.
3. Support in team's coordination
4. Perform other duties as assigned.

### WHAT THIS ROLE CAN OFFER THE INTERN

The intern will have an opportunity to be involved in a project that meet their personal development plans as well as gaining exposure to many aspects of Oxfam International's inequality campaigns work and activities which cuts across advocacy, public campaigns and policy in economic inequality, public services, development finance and climate change in the context of the worldwide Oxfam confederation:

- They will have an opportunity to learn and develop various aspects of their interest covered in this role, including their project management, procurement, coordination, finance, among others.
- They will also develop their communication skills in different contexts.
- They will get an opportunity to build relationships within and outside Oxfam.

### PERSON SPECIFICATION



Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))

Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

|                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Be committed to our <a href="#">feminist principles</a>, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."</p> | <p>2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.</p> |
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#### KEY INTERN COMPETENCIES

##### ESSENTIAL

- Able to develop a degree of self-awareness around your own strengths and weaknesses and your impact on others. Your self-awareness enables you to moderate and self-regulate your own behaviors to control and channel your impulses for good purposes.
- Ability to liaise with a wide range of people, both internally and externally and at many levels, with credibility, tact and diplomacy
- Fluent written and spoken English.
- Demonstrable experience in time management skills.
- Demonstrable desire to acquire technical professional experience in the INGO sector

##### In addition:

- Flexible, adaptive, willing to work simultaneously on a wide range of tasks

**SAFER RECRUITMENT:** Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.