

INTERNSHIP/FELLOWSHIP POLICIES OF THE WEST AFRICA NETWORK FOR PEACEBUILDING (WANEP)

1. INTRODUCTION

The West Africa Network for Peacebuilding (WANEP) welcomes young professionals and peacebuilding practitioners from all over the world, and the African continent in particular to participate in its work. The aim of the internship program is to build the capacity of young professional interested in peacebuilding practices to gain sound skills in the field based on the West African context.

WANEP has a long history of internship. Since 1999, it has been hosting two to three interns every year from all over the world. The majority of the interns are usually from North America and Europe. Since the beginning of its internship program, only few African students and young professionals benefited from the program mainly due to the lack of funding opportunities. Emerging African peacebuilding practitioners, although qualified cannot participate because they are unable to cover costs related to travel, accommodation, local transports, subsistence and so on. However, WANEP believes that the foundation of forging and sustaining peace in West Africa is to build the capacity of young African peacebuilding practitioners to become catalyst of changes for their communities.

WANEP addressed this important issue in its 2006-2009 Strategic Plan. WANEP developed a funding strategy that will raise funds for African interns to cover the expenses related to their internship such as accommodation, local transport and subsistence and other related expenses. Part of this strategy is to raise money through interns coming from outside the African continent to contribute a modest fee that will be used to support African interns.

2. ABOUT WANEP

WANEP was founded in 1998 as a mechanism to harness peacebuilding initiatives and strengthen collective interventions that were already bearing good fruits in West Africa through the regional machinery of the Economic Community of West African States (ECOWAS) in Liberia and Sierra Leone. The WANEP Secretariat based in Accra, Ghana provides guidance and support to its 12 national networks and over 400 member organizations throughout West Africa.

As the largest peacebuilding network in Africa with strong grassroots contacts, WANEP is poised to enable the development of mechanisms for cooperation among civil society groups and facilitate the interface between CSOs and policy makers. In 2004, WANEP signed an MOU with ECOWAS to operationalize the regional early warning and conflict prevention mechanism.

WANEP has programs in seven areas: Capacity Building Program (CBP); West Africa Peacebuilding Institute (WAPI); Women in Peacebuilding (WIPNET); Youth and Peace Education Program (YPE); Civil Society Policy and Advocacy Program; Research, Monitoring and Evaluation (M & E); and Justice Lens Program. Please check on our website to get more information about our programs at www.wanep.org

TERMS AND CONDITIONS

Application: Applicants must send the completed application form with their CV at least three months in advance of the proposed dates of interning. Incomplete applications will not be considered. Accepted candidates will be notified within two weeks of receipt of their application.

NB: WANEP will not be responsible for applications lost or delayed in the post. Non-accepted candidates will not be individually notified.

Length of Internship: Interns must stay for at least three months and a maximum of one year.

Nature of Work: Interns may assist according to their background and interests, in any aspect of WANEP's work: capacity building, women in peacebuilding, early warning and early response, civil society advocacy and policy, monitoring and evaluation, youth and peace education, research and publications, as well as in our ICT department and with administrative tasks. The content of the work to be done during the internship and specific projects, if any, will be mutually agreed upon in advance. Accepted interns are encouraged to bring their own laptops.

Expectations of Interns

- An intern will be required to work a minimum of 35 hours a week.
- Intern will be required to participate in field activities to expose them to the realities of peacebuilding (where available)
- Interns would be expected to conduct periodic research on topical issues relevant to WANEP's work
- Interns are required to write reports and edit articles
- At the end of each internship cycle, interns will be expected to submit a 15 page report on his/her experience with WANEP

Qualifications

Interns must be computer literate and fluent in English, French or Portuguese, with working knowledge of the other languages. Preference will be given to bilingual persons. Interns may be of any academic or national background. Interns with peacebuilding background are given priority. Those with training in other fields such as law, social sciences, journalism, communications, fund-raising, library and cataloguing skills graphic design, computers and web page maintenance, are also welcome. Prospective interns would be required to submit letters of recommendation from Institution of study or employment.

Funding

For Africans: WANEP expects interns to pay for their travel, but will provide a stipend to African interns if available. African interns are encouraged to seek additional funding to complement their stipends. If you require additional funding to make your internship possible, please specify your circumstances and the expected expenses.

From outside Africa: Interns coming from outside Africa are expected to pay into a fund for the support of African interns. Non-Africans staying for three months internship must pay \$300 per month; those who stay up to seven months must pay \$250 per month; and a flat \$1500 for those

who stay eight months or longer. Interns from outside Africa must cover all their living expenses, health insurance and other expenses while in Ghana.

Copyright: The copyright for all written documents prepared by interns in the course of their work shall be the property of WANEP, unless otherwise agreed upon.

Supervision: Depending on the nature of the internship, the interns could be supervised by the Program Manager, the Administrative Manager or the relevant Program Coordinators. The designated supervisor will assign and review work and establish priorities and objectives in consultation with the interns.

Confidentiality: Interns agree to maintain the confidentiality of all sensitive information related to the work of WANEP. This responsibility will remain even after the termination of the internship.

Governing terms: Interns agree to abide by the rules and regulations of WANEP as set out in the Staff handbook.

Recruitment Procedure: WANEP receives more applications for internships than it can accept. Priority will be given to the candidates whose qualifications will be most useful in WANEP's work. WANEP is an equal opportunity institution, and does not discriminate on the basis of gender, race, religion, nationality, age, or ethnicity.

FELLOWSHIPS

WANEP also offers fellowships to highly qualified African peacebuilding practitioners. Fellows at WANEP stay from three to six months and usually dedicate their time in research and publication, as well as participating in other activities of WANEP.

Fellows are encouraged to seek funding to cover their travel costs, living expenses, health care and other related expenses.

If you qualify for a fellowship at WANEP, please complete the application form and send it with your C.V. to wanep@wanep.org.