INTERNSHIP POLICY and Procedures of
IGAD’s Conflict Early Warning and Response Mechanism (CEWARN)
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1. Introduction

IGAD’s Conflict Early Warning and Response Mechanism (CEWARN) in Addis Ababa, Ethiopia is formally launching an internship placement program targeting fresh graduates and/or students that are on a final year of their undergraduate or postgraduate studies in Peace, Security and development related fields.

The programme is intended to enrich the mechanism's operations and research activities across the region by organizing need-based placements at the Addis Ababa based CEWARN Secretariat as well as in CEWARN’s national Units in Djibouti, Ethiopia, Kenya, Somalia, South Sudan, Sudan and Uganda. The programme also aims to contribute to the development of a critical mass of skilled youth in conflict early warning and response dedicated to building peace and prosperity in Africa.

Some key areas of focus for these placements will include support to early warning and response operations; communications and outreach; research; GIS and finance. The programme will also benefit from partnerships with relevant programmes in the African Union, the United Nations and other international organizations. In order to ensure a mutually beneficial relationship, CEWARN undertakes to match the interests of the potential candidates with the needs of the organization.

In this light, the Internship policy provides aspiring interns with guidance on application and related matters.

2. Purpose

The purpose of the policy is to enhance the existing framework to continue to guide and give direction to the management of all Internship placements within the IGAD Conflict Early warning and Response Mechanism (CEWARN Unit and national CEWERUs).

3. 2.2 Scope of Application

The Internship Programme is primarily intended to provide high-performing and motivated students from the IGAD region with an opportunity to acquire professional and practical experience in CEWARN’s conflict prevention and peace building operations in the IGAD region. The internship programme is also open (in a limited manner, and on case by case basis) to students from other regions in Africa and beyond.

The Internship Program further intends to:

- Avail opportunities for interns to gain experience, develop skills, build professional networks as well as enrich their career development.
- Encourage inventive practice and research on Conflict Prevention, Management and Resolution (CPMR) in the IGAD region by young students and researchers.
- Tap into the ingenuity, talent and fresh energy of young, motivated students in CEWARN operations.
Create opportunities for exposure to operations of CEWARN’s national Units – national Conflict Early Warning and Response Units (CEWERUs) and other IGAD Specialized Offices.

2.3 Policy Statement

Through this policy, the CEWARN Office will be committed to providing Interns with a quality experience that involves meaningful activities and the opportunity to learn and gain practical work experience in their chosen field of study and work. Interns will be provided with a clearly defined framework of participation and learning, and will be supervised by a suitable division staff member, who will monitor progress to ensure effective contribution and resolve any concerns of the Intern. Interns will not be considered as a substitute for staff, and will not normally represent the CEWARN office in any official capacity, but through their work bring value-added to the office. Internship recruitment will be conducted through a transparent and competitive application and selection process.

4. Eligibility

Under the Internship Programme, applicants will be considered based on the criteria.

The Program seeks high-performing and motivated young students from the IGAD region and beyond with the following profile and abilities:

a) Profile:
   - Students who are either fresh graduates\(^1\) or students - at the time of application – completing their final year in undergraduate or graduate programs in Peace and Security studies, Conflict Management, International Relations or other relevant fields.
   - Students enrolled on first degree programmes should have completed two years of full-time study.
   - Students pursuing post-graduate studies should be in the process of completing their degrees and wish to gain experience at the Office in the field in which they are enrolled.

b) Minimum Skills and Abilities:
   - Fluent in spoken and written English language is essential. Knowledge of French will be a valuable advantage.
   - Computer literacy in standard software applications. Other complex software knowledge (e.g. map making and GIS, website development, video and audio editing) is an added advantage.
   - Flexibility and ability to work in a culturally diverse and challenging work environment.
   - Ability to think strategically with strong conceptual and analytical skills.
   - Demonstrated interest in the area of conflict management and work of IGAD/CEWARN.

\(^1\)Graduated one-year before the start of the internship/ end of review period.
Age limit for internship will be 20 and 35 years; however, under special cases, the Director of CEWARN may consider an intern outside this age bracket.

While CEWARN is open to applications from many fields and areas of expertise, it will give priority to the following skill-sets and experience:

- Conflict and Data analysis
- Map-making and GIS
- Quantitative strength especially in statistical analysis
- Scenario building
- Project Cycle Management, including M&E
- Proposal development and writing
- Organizational capacity building
- Disaster preparedness and management
- Including women in peace building at the policy and operational levels
- Natural resource competition
- Climatic and environmental drivers of conflict
- Land and political economy
- The geopolitics of the Greater Horn of Africa
- Outstanding writing and editing skills in English
- Social media strategies and web-site management (IT)
- Experience in event management
- Film-making and photography

5. General duties for interns

Besides a specific area of focus, every intern doing an internship at CEWARN will be expected to contribute meaningfully to some or all of the following activities:

- Participate in team meetings, conferences or other program activities of CEWARN
- Proofreading, editing and, overall, contributing to CEWARN publications
- Helping to maintain the CEWARN website
- Tracking specific issues in the media
- Taking notes in meetings, both on and off-site and preparation of reports
- Project implementation
- Administrative tasks
- Contribute to the planning and staging of events
- Drafting TOR’s, concept notes and other relevant documents
- Conducting daily media monitoring and weekly and monthly media updates

Application Procedure

All CEWARN Internship Placements will be advertised on the CEWARN/IGAD website by the Human Resources.
All enquiries from prospective Interns should be advised to visit the CEWARN/IGAD website where Internship opportunities will be posted. Applicants must submit applications and, if required provide a letter from the sponsoring institution (University or College). This letter must be on the institution’s official letterhead. Applications will only be considered for advertised Internship programmes. Prospective Interns submitting applications must state clearly and precisely on the application the specific internship for which they are applying, the skills and experience they expect to gain or develop during the period of Internship and the contributions they will make to the work of the CEWARN. Only shortlisted candidates will be contacted.
An Internship selection panel modeled on the competency based interview selection panel will be formed to shortlist and select suitable Interns. On exceptional basis, the Director of CEWARN may approve Internships that are not in accordance with this policy or procedures.

6. Application guidelines and submission
CEWARN Placements are highly competitive. All prospective Interns are, therefore, encouraged to carefully read the CEWARN and IGAD websites to be conversant with our work. All applicants are required to submit a written statement of interest which describes the motivations to apply for the Internship Program, as well as:

- his/her linkage of skills, interests and expectations to CEWARN’s work and mandate;
- a clear identification of his/her preferred area of work or theme;
- A description of the ways in which he/she can support CEWARN’s daily activities;
- An indication of his/her intended duration of stay, considering a minimum of six months for a maximum of twelve months (as specified above).
- Names, and email and phone contacts of 2 referees who can speak knowledgeably to your intentions for applying to CEWARN

- A copy of resume as well as relevant university degrees, diplomas or certificates.
- A brief description of the topic (thesis or dissertation) to be prepared during the internship (when applicable)

Applications should be sent at the email address indicated hereunder and they shall have the following reference “CEWARN Internship program application”.

CEWARN Office, Addis Ababa, Ethiopia
recruitment@cewarn.org

7. Review Criteria and Selection Process
In addition to meeting the minimum eligibility requirements, the main criteria for the review of the candidates for selection as interns are:

- Applicants qualifications and motivation demonstrated by the statement of interest
- Evidence of academic qualifications and experience, if any
- Ability to fulfill the requirements of the terms of reference, including specific skills or abilities

Applications are accepted on a rolling basis throughout the year but they will be reviewed twice a year: from 15th of May to 15th of June and from 15th of October to 15th of November. Therefore it is highly recommended to send the internship application before the review period as the screening of candidates and possible interviews could start at the beginning of the review period.
Shortlisted candidates may be invited for interview as necessary. The selection process will be then completed approximately two weeks after the end of the review period and official notification of internship placement offers will be sent to selected candidates.

8. Duration of the Internship Program and working hours
The ideal duration of internship placement at CEWARN is from six to twelve months but shorter deployments are also taken into consideration. Interns are expected to work fulltime from 9 am. to 5.30 pm. throughout the duration of their internship.

9. Supervision, Training and Evaluation
   a. Supervision
   Interns will be assigned with a supervisor who will be their first point of contact and someone they will be working closely with. Supervisors will be responsible for ensuring that interns get all the necessary guidance and assistance in the execution of their duties and that they maintain high-level of performance during the placement period. The supervisor will also be responsible for organizing a basic orientation programme.

   b. Training
   CEWARN will endeavor to ensure interns are given opportunities to attend trainings and other available opportunities for exposure and learning relevant to their area of focus.

   c. Evaluation
   Supervisors closely follow the performance of interns and are expected to have regular systematic discussions on performance during the placement period. Interns are also expected to hold a debriefing meeting with the supervisors and CEWARN Director once they have submitted an internship completion report. They will then be provided with a certificate of completion and recommendations letters to aide with their future pursuits.

10. Remuneration and expenses
The internship placement is non-paid unless stated otherwise. All costs related to the internship period (travel costs, accommodation, subsistence arrangements, visa) must be covered by the intern or the supporting institution or government.

Costs incurred by an intern in the discharge of his/her functions shall be reimbursed by CEWARN under the same rules as costs reimbursed to staff members. Costs incurred by an intern undertaking official travel as part of his/her functions related to the internship placement shall be covered by CEWARN on the same basis as costs incurred by staff members, including travel and DSA, as applicable.
11. Insurance
Before taking on the internship offer and reporting for duties, the intern shall be responsible for his/her medical insurance and cover the costs related to eventual accidents and illness incurred during the internship program. Applicants may be required to show proof of medical insurance coverage valid for the duration of the placement.

12. Visa process
The intern is responsible for obtaining visa to his/her duty station before departing his/her country of origin. CEWARN will provide all the necessary documentation to support and facilitate the issuing of the visa for all the duration of the internship and avail any additional information to the embassy, as appropriate.

13. Loss of or damage to property
The intern will reimburse CEWARN for financial loss of or for damage to CEWARN-owned equipment or property caused by him/her, if such loss or damage:

- Occurred outside the performance of services with CEWARN; or
- Arose or resulted from gross negligence or willful misconduct or violation or reckless behavior and disregard of applicable rules and policies by the intern.

14. Third-party claims
CEWARN is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by interns during their placement at CEWARN.

15. Termination of Placement
Interns can terminate their internship any time with one months of notice. CEWARN may terminate the Internship Program without notice due to unsatisfactory performance or due to the behavior of interns that is harmful for the image of CEWARN.

16. Employment
The internship placement entails no promise of employment with CEWARN.
Annexes.

Annex 1.

1. Responsibilities and obligations

The CEWARN Unit shall:

- Provide supportive environment to interns for the pursuit of their objectives.
- Offer access to services and facilities of the Resource and Documentation Centre of CEWARN and of the overall office.
- Provide access to data, information and reports generated by the CEWARN Mechanism (access to unpublished data shall be regulated by the agreement between CEWARN and IGAD Member States relating to disclosure data and information that are not made public).
- Facilitate contacts to and appointments with CEWARN stakeholders at the local, national and regional levels.
- Enable the participation of interns in program activities of CEWARN, including conferences/meetings in IGAD Member States.
- Provide a badge to the interns in order to access and facilitate their visits to other organizations, i.e. for meetings out of the office, visits to Resource Centre, etc.
- When there is a possibility, CEWARN will provide and support the exchange of interns in its national units CEWERU’s, with the aim of a better understanding of the region and the different countries’ peculiarities.
- Undertake performance discussions on a systematic basis during the placement period, in order to provide constructive feedback and prepare a written performance evaluation at the end of the placement period.
- Upon successful completion of the internship program, issue a certificate of placement at CEWARN.

Interns shall:

- Support and contribute to all delegated tasks as per their TOR provided at the beginning of the internship program.
- Respect the terms included in the contract signed at the beginning of the training program.
- The Intern shall abide by all rules and regulations that apply to the staff of IGAD.
- Treat all the information (virtual and non-virtual) which comes to them by virtue of his/her placement with CEWARN with strict confidentiality. At the beginning of their internship all interns are required to sign a waiver and liability form to demonstrate professional confidentiality; including a clause to indemnify CEWARN in case of damaging the reputation or work of the
organization by serious negligence or malpractice by the intern while performing his/her duties.

- Unless authorized by the respective official of the CEWARN Unit, not communicate to the media or to any person/institution any confidential information which has become known to them by reason of their association with CEWARN. This obligation also applies after the end of the internship with CEWARN.

- Continue sharing of updates and information with the respective supervisor and CEWARN Director where is requested regarding the ongoing of the assigned projects and activities.

- Respect the impartiality and independence of the organization and shall not seek or accept instructions from any external authority.

- Provide CEWARN with a copy of all documents and materials prepared during the placement.

- Refrain from any conduct that would adversely reflect on CEWARN.

END