

Internship Opportunities at EFCA-Tajikistan



Eurasia Foundation of Central Asia – Tajikistan welcomes energetic and motivated international interns to work with us, either in Dushanbe or from home.

EFCA-Tajikistan is a leading NGO in Tajikistan engaged in implementing a wide range of development programs across this beautiful and varied country. We work with a range of international donors and local partners, including the EU, World Bank, and international development agencies such as USAID, embassies, private foundations, corporations, and government bodies.

Joining our team will provide you with first-hand experience in the development sector, opportunities for practical peer-to-peer learning, and to be part of a young, dynamic team where you will be given real responsibility from day one.

Positions

EFCA-Tajikistan is currently accepting applications for interns to support our team in two spheres:

Communications Interns will assist the Communications and PR Manager to develop and improve the social media presence and communications of the organization. This position will be responsible for:

- Updating and maintaining EFCA-Tajikistan’s social media presence, including Facebook
- Drafting internal and external communication materials, including meeting minutes, gathering flash news, writing success stories for the EFCA website, development of EFCA fact sheets in preparation of donor visits, and addressing ad hoc donor requests as assigned by EFCA team
- Assisting in planning, writing and managing periodic reviews and annual reports about organization activities

- Drafting, distributing and pitching news releases, media alerts and other stories
- Designing flyers, graphics and other materials about project activities
- Creating and updating EFCA-Tajikistan website content
- Collaborating with staff on new ideas and directions for PR and communications
- Ad hoc tasks as assigned by supervisor of other staff such as but not limited to updating the server, filing, writing research reports, drafting memos, and/ or making presentations

Project Development, Monitoring and Evaluation Interns will assist the Development, Monitoring and Evaluation Manager in his work and take responsibility for:

- Identifying current civil society needs in Tajikistan
- Developing project ideas that meet both the needs of beneficiaries and donors' expectations
- Conducting research to write background sections for proposals concerning the current situation in Tajikistan
- Ensuring that project development indicators are defined and support the development of methodologies to measure impact of project implementation
- Editing, proofreading, and where possible, translating documents
- Ensuring reporting to donors in a timely and quality manner through liaising closely with project management staff
- Contributing to the monitoring and evaluation of EFCA-Tajikistan's current projects and ensure that reporting requirements are met to the highest standard
- Ad hoc tasks as assigned by supervisor of other staff such as, but not limited to: updating the server; filing; writing research reports; drafting memos; and/ or making presentations

Requirements

General requirement for both positions are as follows:

- He/she must express a deep interest in Central Asia and Tajikistan
- He/she must have an interest in development work
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize tasks and meet deadlines
- Enthusiasm for the mission and values of EFCA Tajikistan
- He/she must have the ability to work in an international team that consists of members from different national, cultural, educational and religious backgrounds
- He/she needs to have proficiency in written English and be an effective communicator, both written and oral; knowledge of Tajik or Russian is a plus
- Previous experience in international development, in similar fields and/or in the Central Asian region is desirable
- Able to remain with the organization for at least three months

A **Communications Intern** ideally has the following qualifications:

- Firm grasp of available social media tools and platforms
- Minimum of a completed undergraduate degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Excellent computer skills in programs such as, components of Microsoft Office, Adobe, InDesign and Photoshop desired. Knowledge of HTML and graphic design a plus

A **Development, Monitoring and Evaluation Intern** ideally has the following qualifications:

- Firm grasp of development tools (e.g., logical frameworks, timelines, budgeting etc.) and project cycle reporting (e.g., indicator identification and measurement, reporting, story writing etc.)
- Completed or working towards a postgraduate degree, preferably in a related field (e.g., International Relations, Development or Central Asian Studies)

Additional Information

We accept interns at any time of the year, and are open to discussion regarding the length and scope of each internship.

The internship is an unpaid position. The Office Manager will provide all the necessary administrative support to help interns obtain their visas and any other documentation. Interns will also be given assistance to find accommodation, according to budget and preferences, as well as general tips to help orientate interns to the city and country.

Interested candidates should send a CV and a letter describing their availability, areas of interest, previous experience and internship expectations with the subject “EFCA Internship Opportunity” at the following addresses: azimzhon@ef-ca.org; will@ef-ca.tj

Watch one previous intern share her experiences:

<https://www.youtube.com/watch?v=cdePpfHNndc>