TERMS OF REFERENCE

JOB SUMMARY

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Advocacy Intern</th>
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<tbody>
<tr>
<td>Nationality</td>
<td>Afghan</td>
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<tr>
<td>Duty Station</td>
<td>Kabul</td>
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<tr>
<td>Department</td>
<td>Advocacy and Communication Unit</td>
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<tr>
<td>Reports to</td>
<td>Head of Advocacy and Communication</td>
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<tr>
<td>VA#</td>
<td>0028/2017</td>
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<tr>
<td>Duration</td>
<td>Five months extendable.</td>
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<tr>
<td>Gender</td>
<td>Female</td>
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BACKGROUND

Integrity Watch is an Afghan civil society organization committed to increase transparency, accountability, and integrity in Afghanistan.

The mission of Integrity Watch is to put corruption under the spotlight through community monitoring, research, and advocacy. We mobilize and train communities to monitor infrastructure projects, public services, courts, and extractives industries. We develop community monitoring tools, provide policy-oriented research, facilitate policy dialogue, and advocate for integrity, transparency, and accountability in Afghanistan.

Integrity Watch was created in October 2005 and established itself as an independent civil society organization in 2006. It has approximately 100 staff members and about 500 active volunteers. The head office of Integrity Watch is in Kabul with provincial offices in Balkh, Bamyan, Herat, Kabul, Kapisa, Kunduz, Nangarhar, Parwan, and Paktia provinces and programmatic outreach in many other provinces.

Integrity Watch’s work has three major components: (1) Community Monitoring, (2) Research, and (3) Advocacy. Integrity Watch tries to encourage active citizenship and community mobilization through its programs. Our community monitoring work includes development of community monitoring tools, mobilizing and training communities to monitor infrastructure projects, public services, courts, and extractives industries.

Our research work is focused on policy-oriented research measuring trends, perceptions and experiences of corruption and covering wide range of corruption related issues including security and justice sectors, extractive industries, budget and public finance management, and aid effectiveness. The objective is to develop new, ground-breaking empirical research in order to set the agenda, influence decision-makers, bring to the public attention non-documentated and non-explored issues.

The aim of our advocacy work is to enhance Integrity Watch’s pioneering role in advocating for knowledgeable decision-making and informed public debate on corruption and integrity. Our advocacy work includes facilitation of policy dialogue on issues related to integrity, transparency, and...
accountability. We advocate for access to information; budget transparency, accountability, and participation; aid transparency and effectiveness; social accountability; and other issues related to anti-corruption.

JOB SUMMARY

The intern will handle a wide range of support. This person must be exceedingly well organized, flexible and enjoy the challenges of supporting an office of diverse people and programs. The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Satisfactory level of written and verbal communication skills, good decision making ability and attention to detail are equally important.

DUTIES AND RESPONSIBILITIES

- File and retrieve documents and reference materials.
- Arrange and coordinate meetings.
- Attend and take internal and external meetings and take minutes.
- Disseminate advocacy materials to civil society, government agencies and citizen groups
- Answer and manage incoming calls.
- Support the team in even management
- Preliminary skills of report writing
- Prepare invoices or other procurement related documents if required.

QUALIFICATIONS REQUIRED

Knowledge, skills and abilities
- Knowledge of advocacy and civil society activities.
- Familiarity with Extractives and construction sectors.
- Organizational and planning skills
- Information gathering and information monitoring skills
- Communication skill
- Conflict management
- Problem analysis and problem solving skills
- Basic knowledge of National laws.

Educational Qualifications:
- Minimum Bachelor degree in Economics, Law, Political Science, Business Administration, Public Policy or any other related discipline.

Experience
- Basic relevant skills of national budget.
- Basic work experience and office knowledge.
- Any relevant volunteerism is equal to work experience for Integrity Watch.

HOW TO APPLY

Please apply by sending a CV and a cover letter that outlines how your experience and education relate to the skills and experience outlined in the Terms of Reference to: hr@iaweb.org In the e-mail subject line please write “Advocacy Intern” and your name. The deadline for application is 7th August 2017. Only female short-listed candidates will be contacted.