TERMS OF REFERENCE

JOB SUMMARY

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Intern (schools &amp; infrastructure monitoring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality</td>
<td>Afghan</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Kabul</td>
</tr>
<tr>
<td>Department</td>
<td>Various Department</td>
</tr>
<tr>
<td>Reports to</td>
<td>Respective Officer/Manager</td>
</tr>
<tr>
<td>VA#</td>
<td>0027/2017</td>
</tr>
<tr>
<td>No of Vacancies</td>
<td>2</td>
</tr>
<tr>
<td>Duration</td>
<td>Five months</td>
</tr>
<tr>
<td>Gender</td>
<td>FEMALE</td>
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</tbody>
</table>

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 90 staff members and 381 Local Monitors. The head office of Integrity Watch is in Kabul with provincial programmatic outreach in Balkh, Bamyan, Herat, Kabul, Kapisa, Nangarhar, Parwan, Baghlan, and Kunduz, Paktia.

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, and bring to the public attention non-documented 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 provide a wide range of support to one of the programs or units of Integrity Watch Afghanistan. The intern has to be exceedingly open to new learning, well organized, flexible and enjoy the challenges of supporting an office of diverse people and programs. The intern is expected to possess the ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient. Holding 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, communication or community monitoring materials to civil society, government agencies and citizen groups
✓ Answer and manage incoming calls.
✓ Support the team in event management
✓ Provide preliminary assistance in report writing
✓ Prepare invoices or other procurement and administrative documents as instructed by the supervisor, if required.

KNOWLEDGE, SKILLS AND ABILITIES

• Knowledge of community monitoring, advocacy or civil society activities
• Organizational and planning skills
• Information gathering and information monitoring skills
• Communication skill
• Conflict management
• Problem analysis and problem solving skills

QUALIFICATIONS

• Minimum Bachelor degree in Economics, Business Administration, Public Policy, Social Sciences, Engineering or Natural Sciences.

EXPERIENCE

• Any volunteer and internship experience is preferred.
• Candidates with no work experience are preferred.
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 “Intern: (your name)”.

The deadline for application is 04 August 2017. However, interviews of suitable candidates may begin as applications are received. Only short-listed candidates will be contacted.