



FOUNDATION FOR PARTNERSHIP INITIATIVES IN THE NIGER DELTA

Request for Applications – Internship to support PIND’s Project Support Services Unit

BACKGROUND

The Foundation for Partnerships Initiatives in the Niger Delta (PIND Foundation) is a non-profit foundation that promotes peace and equitable economic growth in Nigeria's Niger Delta region through multi-stakeholder partnerships. This work is funded with the support of esteemed partners and collaborators. PIND works in concert with Washington DC-based Niger Delta Partnership Initiative (NDPI) Foundation.

The Foundation also works closely with numerous partners to implement collaborative market-based, community-owned programs to mitigate conflicts and boost economic opportunities for local businesses, ensuring that economic progress occurs in a systemic, inclusive, and sustainable manner, and has projects spanning the nine states in the region: Abia, Akwa Ibom, Bayelsa, Cross River, Delta, Imo, Ondo and Rivers, with special focus on the underserved and hard to reach coastal communities of the region that are most forgotten in development programming.

PIND strongly believe that no single organization can solve the complex and interconnected development challenges in the Niger Delta. Since 2010, PIND and partners have been contributing to strengthening and stabilizing the region by reducing poverty, powering coastline communities, nurturing youth employment, fostering stability, and enabling development.

The Foundation established an internship program to allow students and young graduates to develop their professional interests and capacity in their chosen career paths in fields related to PIND’s programs and operations. The internship provides opportunities to share ideas and have exposure to PIND’s programs and projects, with the following key learning goals:

- Learning how theoretical knowledge gained is applied in a practical professional setting
- Providing interns with an enriching professional work environment within PIND that would help career directions/decisions.

PROJECT BACKGROUND

Project Support Services (PSS) unit offers strategic support to PIND by ensuring that procurement; contracting and grants making efforts are conducted in a transparent and efficient manner. PSS provides direct procurement and contractual management and administration functions for all PIND outsourcing projects and activities by engaging vendors and consultants the laid down procurement processes of PIND.



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PURPOSE OF THE ASSIGNMENT

To support the PSS team in managing PIND's contract solicitation, preparation and administration.

SCOPE OF LEARNING ACTIVITIES

At the end of this internship period, the intern would become knowledgeable in procurement and grant making processes after performing the following functions;

1. Assist in drafting bidding documents, evaluation reports and contract award submissions, ensuring consistency in format and content.
2. Assist in processing invoices for goods and services delivered ensuring accuracy and completeness of documentation.
3. Maintain proper records in all contract and grants as approved by Management
4. Undertake routine follow up action on procurement request
5. Publish procurement advertisements and awards.
6. Support the management of the PIND organizational document storage
7. Any other task that may be assigned by the Project Support Service Coordinator

LOCATION

The Internship opportunity is at the PIND Office in Abuja, Nigeria.

COSTS

The Intern will be remunerated in accordance with PIND's internship policy.

DURATION

It is expected that this assignment will run for a total of 6 months starting from October 3rd, 2022, and be renewable for another 6 months after satisfactory performance.



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QUALIFICATIONS

- A minimum of B.Sc./H.N.D in **Business Administration, Public Administration or any relevant subject, with not more than two years post-graduation or two years post the national youth service (NYSC)**. A part qualification/ qualification of a recognized supply chain management professional body would be an added advantage.
- A self-starter with good time management, organizational skills and ability to multi-task.
- Demonstrated ability to work independently and as part of a team.
- Must be computer literate with strong analytical and numerical skills.

Additional Qualifications

- Excellent knowledge of data analysis and word processing tools (Microsoft Office Word, Excel, PowerPoint, etc.)

Experience

- Entry level.

HOW TO APPLY

Interested candidates should email the following documents to internships@pindfoundation.org with 'PSS Intern' as subject of email, not later than **Monday, September 19th, 2022**.

1. Application letter of not more than two pages stating understanding of the assignment and suitability for the role
2. CV.
3. Candidates should clearly specify their state of origin in the submitted CV.

Only shortlisted candidates would be contacted

Non-Discriminatory Clause:

PIND Foundation provides equal opportunity in employment and engagement for all persons, vendors, and contractors, and prohibits unlawful discrimination and harassment in all aspects of a contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any fact.