



## INTERNSHIP OPPORTUNITY WITH GHANA CENTER FOR DEMOCRATIC DEVELOPMENT (CDD GHANA) SUMMER 2018

**POSITION:** Intern (2 positions)

**LOCATION:** Accra, Ghana

**DESCRIPTION OF THE HOST ORGANIZATION:** The Center is an independent, non-partisan and non-profit research-based policy oriented think-tank. Founded in 1998 in Accra, Ghana, the Center is dedicated to the promotion of society and government based on the rule of law, appropriate checks on the power of the state, and integrity in public administration.

The Center's mission is the promotion of democracy, good governance and economic openness in Ghana and throughout Africa. The Center pursues its pro-democracy and good governance vision through advocacy, research, analysis and publications, dissemination and outreach as well as training and capacity-building

**INTERN'S DUTIES & RESPONSIBILITIES:** CDD-Ghana offers internship positions to students from both foreign and local universities. While at the Center, interns work under the supervision of the Deputy Director/Head of Research and Programs who also assigns specific responsibilities to them. However, occasionally, the Executive Director also assigns them to specific tasks. The work structure and culture of the Research and Programs Department also ensure that interns work with Research and Programs staff in various project teams. Currently, the Center has a number of on-going research and programs activities which are grouped under seven broad thematic areas, namely, Afrobarometer Survey; Local Government Decentralization; Elections Credibility Enhancement; Human Rights Promotion Constitutional Development; Environmental/Natural Resource Governance; and Governmental Transparency and Accountability.

*Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.*

### **HOST ORGANIZATION REQUIREMENTS:**

- Proficiency in English language.
- Strong analytical/writing skills and attention to details.
- Ability to develop project proposals/concept notes; conduct desk research; and write research reports is an added advantage.
- Own a personal laptop to be used at assigned workspace.
- Punctuality. The intern's duties and

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**HOURS:** Full-time, normally 35-40 hours per week. Monday to Friday

**REMUNERATION:** If the internship is unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards.

**HOW TO APPLY:** Students must complete the online Arts Internship Application Form available on the AIO website [www.mcgill.ca/arts-internships](http://www.mcgill.ca/arts-internships)

### **Application Deadlines:**

International internships: November 20, 2017. Canada & US internships: January 29, 2018

## All internships will run for twelve weeks from May 7th to July 27th, 2018.

### **ELIGIBILITY:**

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

**TRAVEL ARRANGEMENTS:** Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

**ACCOMMODATIONS:** Finding suitable lodging during the internship is the responsibility of the intern.

### **Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration..*

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### **WORKSHOPS:**

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

### **HEALTH AND SAFETY:**

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. [http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

### **ENTRY REQUIREMENTS:**

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.

