



## INTERNSHIP OPPORTUNITY WITH

### The Commission on Human Rights and Administrative Justice (CHRAJ)

### SUMMER 2018

**POSITION:** Intern (2 positions)

**LOCATION:** Accra, Ghana

**DESCRIPTION OF THE HOST ORGANIZATION:** The Commission on Human Rights and Administrative Justice (CHRAJ) is a constitutional commission with a mandate to “enhance the scale of good governance, democracy, integrity, peace and social development by promoting, protecting and enforcing fundamental human rights and freedoms and administrative justice for all persons in Ghana.” The objectives of CHRAJ are to ensure a culture of respect for the rights and obligations of all people in Ghana, dispense and promote justice in a free, informal and relatively expeditious manner, and ensure fairness, efficiency, transparency and application of best practices. The CHRAJ therefore has three major responsibilities: to investigate complaints and allegations of human rights and administrative justice abuses and where required mediate and enforce decisions stemming from such investigations, to educate the public as to human rights and administrative justice issues and to act as an advocate for human rights and anticorruption issues. CHRAJ's head office is in Accra, however it has 10 regional offices (one for each of Ghana's 10 regions), 2 subregional offices and 98 district offices, usually in the district capital, with nearly 800 employees in total. The Commission also works with all major human rights NGO's in Ghana. The Commission has four departments: Public Education (includes Research and Library), Human Rights and Administrative Justice, Anti-Corruption (formed 2005) and Administration and Finance.

#### INTERN'S DUTIES & RESPONSIBILITIES:

Internships are tailored to interns' skills and requests. This means that interns will be able to discuss their work plans and activities with their supervisors in order to get the most out of the internship. Still, most interns will be started in the Public Education department where there are many ongoing projects. Public education programmes for 2016 may include:

- Rights of the vulnerable
- Child Labour Advocacy and Research
- UN Day programs
- Human Rights Week activities
- State of Human Rights in Ghana report
- Human Rights Monitoring in Ghana
- Other activities on “as needed” basis

There are also numerous ad hoc projects which will emerge during the internship. Interns must be able to work on the feet. On request, interns will be given assignments and be placed in the Human Rights, Administrative Justice and Anticorruption departments. Other plans, such as visits or time spent in the regions and districts, can be made in consultation with the intern's supervisor.

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

**HOST ORGANIZATION REQUIREMENTS:**

- Students must bring their own laptop
- Excellent writing skills
- Ability to adapt to new cultures and environments
- Ability to work quickly, independently and with little facilitation from superiors and coworkers. Background information and research materials will often be lacking. Interns must be able to still produce under these conditions.
- Previous experience in the developing world, especially in West Africa, is an asset.
- Excellent computer skills.
- The CHRAJ requires that interns behave appropriately at all times, are culturally aware, and are serious when it comes to work. Interns are expected to complete their work within a given schedule unless a reason is provided for not doing so.
- They are also expected to work professionally and inform the program officer of any schedule changes in advance. Dress code is office wear and dress shoes. Fridays are “traditional Ghanaian wear” days. Interns may also wear traditional
- Ghanaian shirts, however they can also wear “smart casual”.
- It is requested that interns acquire some knowledge of the state of human rights and corruption in Ghana prior to starting the internship.

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

**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.