

INTERN: LONDON OFFICE

The Tony Blair *Africa Governance Initiative* (AGI) works closely with select African countries and their leaders in order to help them deliver on their poverty-reduction agendas. AGI operates using a unique and innovative model that combines the high-level experience and relationships of Mr. Blair, with on-the-ground project teams. We work with countries – currently Sierra Leone, Liberia and Rwanda – that are at potential turning-points, where a tragic past has left a lack of capacity and deep poverty, but where there is clear potential and a leader with the vision and political will to achieve progress. Our work focuses on institutional and operational capacity at the heart of government and the development of the private sector. For more information, see www.africagovernance.org

AGI is a UK charity, which currently has 4 offices: an HQ in London (which sits within the Office of Tony Blair); in Kigali, Rwanda; in Monrovia, Liberia, and in Freetown, Sierra Leone. We are looking for outstanding individuals to undertake a 3 month internships at our London office, which sets strategic direction for the projects, focuses on fundraising for the development and expansion of AGI, and provides administrative and other support to the teams. The internship is unpaid, however you will be reimbursed for your lunch and travel expenses. The ideal candidate would have excellent academic credentials with a proven administrative and numerical ability and proficiency in Excel, ideally with prior experience in an office environment. We are looking for interns to start in August 2011. Please submit a CV and cover letter along with your availability for interview to: Harry.Bradwell@tonyblairoffice.org

Key tasks

- Providing logistical and admin support to HQ and in-country teams, including: assisting with HQ and in-country teams' travel requirements e.g. flights, visas; assisting with general HQ logistics, including: maintaining office systems; assisting with recruitment rounds, ordering office supplies, ad hoc errands etc;
- Providing research support to HQ and in-country teams where required, including: sourcing articles; briefing on individuals and organisations; actively seeking articles and publications of interest to the work of the AGI; attending events of interest to the AGI's work;
- Depending on performance and business need, there may also be an opportunity to become involved in other areas of AGI such as strategy development, fundraising and our work on investment in Africa

Specification

- Currently undertaking or have completed an undergraduate degree;
- Self-motivated and pro-active, with the ability to work as part of a team;
- Excellent communication skills, both oral and written, and a highly professional manner;
- Strong administrative and numerical skills, and a proven knowledge of IT systems, particularly Excel and Powerpoint;
- Previous office experience is highly desirable;
- An interest in Africa, international affairs and/or international development is desirable but not essential.