

**LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI)
CAPACITY DEVELOPMENT INTERN**

1. **PROJECT BACKGROUND:** The Liberia Accountability and Voice Initiative (LAVI) is a five-year, USAID-funded project to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms. It aims to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. Under LAVI, the Capacity Development team is responsible for the technical implementation of two project Components, including Component 2: Increase capacity of civil society organizations to participate in issue-based reform and Component 3: Promote the development of ongoing capacity development service on the local market.
2. **LOCATION:** Monrovia, Liberia
3. **Period of Performance:** Full time for 6 months, with possibility for extension.
4. **SCOPE OF WORK:** The Capacity Development Intern will be responsible for supporting the Capacity Development team to implement administrative work related to Components 2 and 3 mentioned above. The Capacity Development Intern will have the following responsibilities:
 - Support the implementation of the Capacity Development Team related training and the printing of all training materials
 - Prepare requests for payment to finance for technical related activities
 - Ensure all transport and logistical set up for the Capacity Development Team activities
 - Distribute training and event invitations on behalf of the team
 - Ensure set up of the Capacity Development Team regular weekly meeting
 - Filing and organization of project documents
 - Implement other duties as assigned
5. **QUALIFICATIONS:** LAVI is seeking candidates with the following qualifications:
 - Demonstrated experience serving the community through volunteer work or involvement in extracurricular activities.
 - Must be a recent college/university graduate (in the past 3 years) with an accumulative graduate GPA of at least 3.0
 - Able to work effectively in teams
 - Quick learner and takes initiative.
 - Well-organized and responsible
 - Able to work under pressure in fast-paced professional working environment
 - Punctual and reliable with a commitment to learning and self-improvement
 - Strong written and verbal (English) communication skills
 - Basic computer skills (able to use Microsoft Word, Excel and PowerPoint)
6. **HOW TO APPLY:** If you are interested, please send the following to LAVIrecruitment@dai.com by January 20, 2017. Note that a small stipend will be provided.
 - CV
 - A cover letter that explains (1) why you are interested in the LAVI program and Capacity Development team and (2) why you are best suited for this internship?
 - Name of three professional, academic, or community service references

USAID LAVI values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply