



International Internship Coordinator

Application Deadline: 10 February 2019

****This is a 6-month contract position****

Uganda Village Project is a grassroots nonprofit organization working with the people of Iganga District to promote public health and sustainable development in the rural communities of this marginalized district in southeast Uganda. We facilitate community health and well-being in rural Uganda through improved access, education, and prevention in the following areas:

- Malaria • HIV/AIDS and STIs • Reproductive Health •
- Sanitation and Hygiene • Community-Constructed Shallow Wells •

In coordination with Uganda Village Project's (UVP) Ugandan Internship Coordinator, the International Internship Coordinator primary responsibility is to provide guidance to a multicultural group of 25-40 interns while living and working in a rural Ugandan setting. They will also be responsible for maintaining open lines of communication between intern teams and UVP staff. While living in a rural Ugandan village with minimal resources, the International Internship Coordinator will also be expected to assist with other priority tasks in line with UVP's multiple public health projects. The International Internship Coordinator must be able to adeptly manage multiple, cross-cultural relationships between Healthy Village community members and the summer interns, manage conflicts that arise within teams, navigate complex logistics of activities across multiple teams and villages, and coordinate their time across multiple sites. Managing internship can be very demanding, requiring a non-standard work week/hours at times as the internship coordinator is a primary point of contact for all teams living in the villages. This truly enriching opportunity can provide extensive cross-cultural experience for a future leader in public health or international development in a short amount of time. **Candidates with no conflict management experience will not be considered.**

Responsibilities

- Work closely with the Ugandan Internship Coordinator and all UVP staff to provide pre-arrival and on-the-ground support to internship teams.
- Work with UVP staff and volunteers to execute the timely electronic dissemination of information or materials to internship teams.
- Work with the Ugandan Internship Coordinator to plan and facilitate the Iganga-based UVP orientation and debriefs with interns, electronically and in person.
- Co-lead weekly meetings with intern team leaders.
- Advise interns in preparing and conducting all village activities and educational sessions.
- Collect photographic and written documentation of intern activities.
- Help to resolve conflicts between internship team members or teams and the community.
- Collect deliverables from intern teams, both hard copy and electronic.
- Hold teams accountable for completing all surveys, sensitizations, and other required tasks within the prescribed timeline and maintaining proper professional and cultural conduct within the village.
- Provide detailed feedback on practicum students to the Managing Director
- Conduct focus group interviews with interns to collect program feedback.
- Hold three professional development sessions for interns with the support of other staff members.
- See the [intern job description](#) for more details on the responsibilities of intern teams the Intern Coordinators supervise.

Required Skills

- Past internship experience with UVP is highly valued; however, applicants with outstanding and extensive experience in Sub-Saharan Africa (or similar low-resource environments) will also be considered.
- Bachelor's degree required; Prefer education in Public Health or International Development field though practical experience will also be taken into consideration.
- Leadership: Experience leading and supporting groups of diverse individuals.
- Conflict Management: Previous experience in conflict management is a must.
- Strong interpersonal skills and confidentiality as displayed through past experience.
- Resourceful: Excellent problem solving skills displayed through past experience, preferably in a low resource setting.
- Cultural Sensitivity: Ability to work well alongside individuals with differing cultural norms and values while considering and maintaining equity among the group.
- Ability to work independently and with limited supervision.
- Fluency in English, both written and oral, required.

Preferred Skills

- Ability to coordinate and communicate effectively in an electronic environment.
- Experience conducting household surveys (monitoring and evaluation).
- Flexible and adaptable to changing needs.
- Experience with planning and implementing public health sensitizations.
- Comfort working autonomously and in a remote environment.

Duration and Location

- The position is a contract for a total of 6 months beginning 4 March 2019 and ending 16 August 2019. Hours and locations:
 - 4 March 2019 - 7 May 2019—remotely based work, approximately 10 - 15 hours per week.
 - 6 May 2019 - 16 August 2019—Iganga based work between the UVP office and village homestay, 40+ hours per week.

Benefits/Compensation

- Modest monthly stipend commensurate with experience
- Visa expenses and transportation to/from Iganga from Entebbe airport provided by the organization.
- Weekly budget for food, airtime (communication), and work-related travel during the program.
- When in country, he/she will stay with a homestay family in one of the communities where interns are based, likely without electricity or running water. He/she will also have a room in Iganga town with access to internet, running water, and electricity on the weekends.

** Candidate is responsible for the costs of transportation to/from Uganda and any immunizations required for entry to the country. This amount may be fundraised.

Serious applicants, please send your cover letter and CV to Info@UgandaVillageProject.org.