

Job description – Intern position at The World Federation of KSIMC

The World Federation of KSIMC ('The World Federation') is looking to recruit two interns to primarily help with the preparation of The World Federation Conference in May, 2014 that is scheduled to take place in Dar-es-Salaam, Tanzania.

Reporting to: Head of Operations and Executive Officer

Essential Experience:

1. Working in small teams in task oriented projects.
2. Excellent communication skills
3. Experience in writing reports
4. Ability to work effectively with minimal supervision.
5. Proficient in Microsoft Office suite package
6. Pleasant, confident telephone manner

Roles and Responsibilities:

1. Prepare reports on behalf of the Office Bearers, Assistant Secretary Generals and the deputy office manager.
2. To assist in projects being undertaken at the World Federation by undertaking basic research of archived materials.
3. To prepare a status report of each project highlighting what has been done and what needs to be done to complete.
4. To prepare conference reports for each of the departments.
5. To facilitate, liaise, and coordinate reports for Assistant Secretary Generals.
6. Provide clerical support, filing documents, records and computer files accurately and efficiently.
7. Undertake scanning of documents and archiving.
8. Execute and other duties of a similar or compatible nature as directed.

Base location:

The ideal candidate would be able to work from The World Federation office in Stanmore, London. We will however consider applications from individuals who can work from home. You must however be able to work from the World Federation office as and when required.

Working hours:

We are looking for someone to work 35 hours a week.

Your normal working hours will be Monday to Friday from 9am to 5pm.

Salary:

Negotiable based on experience.

Period of employment:

Fixed term starting immediately and ending on 15 May 2014

To apply

To apply, please send us a copy of your recent CV and a short covering email to secretariat@world-federation.org