

Program-Operation Intern

Job Title:	Program-Operation Interns, Program and Operation Department
Required No:	Two (2)
Department:	Financial Inclusion Pillar and Operation Department
Reports to:	TBD under Program and Operation Team
Period of Assignment	Three Months- with possibility of extension for additional three months.
Job Purpose	
<p>FSD Ethiopia is seeking an intern to support various research, analysis and project activities. This position offers hands-on experience in a fast-paced work environment. The ideal candidate will be a self-starter who enjoys juggling multiple tasks simultaneously. They should have excellent research, analytical and written communication skills. Experience with databases, data analysis tools and project management is an asset. The candidate will work closely with program and operation team on a variety of tasks and play an important role in helping drive our mission forward.</p>	
Key Responsibilities / Duties / Tasks	
<ul style="list-style-type: none"> • Conduct in-depth literature reviews and background research on diverse topics as needed • Gather data from internal and external sources, organize into databases, and analyze trends • Support project development by drafting summaries, timelines, documentation, and presentations • Map and build relationships with key stakeholders including partners, clients, vendors etc. • Track progress of deliverables and milestones, and draft regular updates and reports • Help plan and coordinate internal and external meetings, events, and workshops • Assist with administrative tasks like managing calendars, travel arrangements, expenses 	

- Contribute to thought leadership by researching industry trends and best practices
- Other duties as assigned to support the team

Academic and Professional Qualifications

- Bachelor's degree candidate or recent graduate preferred
- Excellent research, analytical, and problem-solving abilities
- Strong written and verbal communication skills
- Proficiency with MS Office, databases, and project management tools
- Attention to detail and ability to multi-task
- Passion for continuous learning
- Team player willing to take initiative and work independently

How to Apply

Interested applicants who meet the above requirements should submit their cover letter and CV, clearly stating the position " PROGRAM-OPERATION INTERN" for which you are applying, to jobs@fsdethiopia.org before the end of the business day on July 12, 2024. Female candidates are highly encouraged to apply. Only shortlisted candidates will be contacted.

Note: FSD Ethiopia is an equal opportunity employer and welcomes applications from all backgrounds.