



Paid Arabic-Speaking Internship

(fixed-term contract until end of March 2022 with the possibility of extension)

Global Partners Governance (GPG) works with parliaments and political parties around the world to promote representative politics and effective governance. Our work directly supports politicians and parliamentary staff and has included the delivery of projects with parliaments in Africa, the Middle East and Central-Eastern Europe.

GPG frequently operates in highly sensitive and difficult political environments and adopts an innovative and flexible approach, described as 'politically agile programming'. The approach involves working closely with local partners to support the development of self-sustaining reforms and demands continual reflection and analysis, alongside flexible programming. For more on our approach, see our website at www.gpggovernance.net.

GPG is seeking to appoint an Arabic-Speaking intern to provide research and administrative support to our project staff. Full details can be found in the job responsibilities below.

GPG is committed to equality and diversity within our workforce and we encourage applications from all backgrounds, communities and industries.

Person specification

The successful candidate should have

- Native or near native Arabic language skills, with a high level of written and spoken Arabic.
- General research skills and organisational abilities.
- Clear written English.
- Knowledge of politics and/or the Middle East would be an advantage.
- Any degree will be considered.

Job responsibilities

Our Intern will be responsible for:

- Carrying out background research on political developments in Sudan and MENA region as needed.
- Organising and coordinating team meetings with GPG Associates and between GPG staff in different Sudan projects.
- Supporting financial reporting to funder through gathering invoices from Associates and suppliers and drawing up of staff timesheets.

- Providing administrative and logistics support e.g. on travel arrangements
- Translating documents between English and Arabic and proof reading.

Please note that we will not be able to employ anyone in this role unless they have the right to work in the UK.

Deadline for applications: Midnight on January 9 2022

Interviews: TBC

Start date: As soon as possible.

Length of contract: Until March 2022 *with possibility of extension*

Salary: London Living Wage

Working hours: Full or part-time (paid pro rata)

Location: Based in the UK, remote-working

How to apply

To apply for this position, you must include a cover letter in English addressing why you are interested in this role, how you meet the requirements of the job/person specification and your availability, and send along with your CV (maximum two pages each) a to hello@gpgovernance.net with the subject line 'Internship' by midnight on 9th January 2022.