



Job Description and Person Specification

Please note: This statement is for information only and does not form part of a contract. This list is not exhaustive, you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work to deliver the objectives of the organisation.

Job title	Programme Intern	Location	Caracas, Venezuela
Contract type	Fixed term full-time - Contract for Services	Contract length	June 2019 – 31st March 2020 (extendable)
Salary range	Competitive Local Salary		

Context

The Foundation

Westminster Foundation for Democracy (WFD) is an independent political foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID) specialising in parliamentary strengthening and political party development. For more information, please visit www.wfd.org

The Programme

WFD is recruiting a Programme Intern to support an established programme in Venezuela – supported by the FCO. The main objective of the programme is to work in partnership with the National Assembly to develop a programme of exchange of best practices, technical assistance, and advisory services to strengthen the institution of parliament.

Main purpose of the role

The Programme Intern will play a critical role in assisting the Country Representative and the Programme and Finance Officer in the implementation of this programme to ensure that project meets quality requirements and delivers on time and to budget.

This role is responsible for the accurate and efficient preparation and coordination of administrative procedures related to the programme. This role will also support logistic and financial tasks as requested. This role will need to communicate effectively both internally within the programme office, with WFD's head office in London and externally with other stakeholders.

Management and key relationships

Staff managed¹	None
Reports to²	Country Representative

¹ Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note WFD reserves the right to change the line of management according to the needs of the organisation.



Key Relationships

- Members of Parliament and staff.
- Venezuelan experts, partner organisations, and key civil society and government stakeholders.
- WFD London Office and WFD programme staff.
- Project officers in relevant agencies and partners.
- Relevant suppliers.

Main Duties

1	<p>Project management</p> <ul style="list-style-type: none"> • Assist the Country Representative in managing the full programme cycle utilising standardised programme management tools including, work breakdown structures, project logic, log frames etc. • Help to conduct programme activity follow-up with direct and indirect beneficiaries. • Work closely with the team to apply programme communication’s strategy. • Help in the drafting of programme and financial reports.
2	<p>Administrative support/office management</p> <ul style="list-style-type: none"> • Liaise with programme suppliers and service providers. • Ensure documents and files are accessible and appropriately filed online and offline. • Copy typing.
3	<p>Financial and logistical support</p> <ul style="list-style-type: none"> • Request invoices and bills relating to the Programme. • Provide logistical support to programme activities such as booking venues, flights, transport, accommodation and organising catering, etc. • Work closely with the London office to provide support for visits to the UK. • Assist the team during events to ensure activities run smoothly. • Help organise meetings with programme stakeholders. • Assist in maintaining contact with key players, including donors and implementing agencies working in the same field.
4	<p>Risk Management</p> <ul style="list-style-type: none"> • To maintain an understanding and awareness of WFD’s risk management policy and procedures and to report any actual or potential incidents where WFD could be operating outside its ‘risk appetite’.

Person Specification

Knowledge, skills and experience

	Requirement	E/D ³	Evaluation ⁴
1	Student or recent graduate in a relevant discipline i.e. international affairs, political science, economy, law, communications, administration.	E	Application and interview
2	Excellent levels of spoken and written English and Spanish.	E	Application and interview

³ Essential or desirable

⁴ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements.



3	Thorough knowledge of the Venezuelan political environment and its parliamentary system.	D	Application and Interview
4	Experience of project management and in particular gathering and consolidating information for monitoring and evaluation and impact reporting.	D	Application and interview
5	Experience of working in a similar role, in a similar type of organisation (preferably an NGO or international representative office environment)	D	Application and interview
6	Experience of procurement, and use of hardware, software, scanners and other office equipment	E	Application and interview
Competencies⁵			
	Requirement	E/D	Evaluation
1	Analysis and judgement - Attention to detail, understands the importance of gathering and processing information accurately.	E	Application and interview
2	Working with others - Recognises that other teams, organisations and communities have different ways of doing things, takes time to understand these and to establish shared understanding and goals. Seeks advice and ideas from others and proactively shares information and learning.	E	Application and Interview
3	Communicating and influencing - Anticipates the needs and concerns of partners and prepares to address these. Tailors communications (written, verbal, presentations) to the audience and designs communication for impact.	E	Application and Interview
4	Delivering results - Tackles difficult problems, seeks to understand the reason for obstacles and takes personal responsibility for finding solutions. Asks questions to clarify expectations and to agree goals. Commitment to task in hand and dedicated to delivering on objectives with the allocated time.	E	Application and Interview
5	Excellent organisational skills and the ability to work in a changing environment.	E	Application and Interview

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.