The Giraffe Project Internship Possibilities, June-July 2010

The Giraffe Project is UK registered charity number 1116675

Organisation Profile
The Giraffe Project is an educational charity, providing funding for school fees and school infrastructure in some of Nairobi’s vast slums. We partner with 2 primary schools and one secondary school and vocational training centre. A total of about 900 children attend these schools, of whom over 500 are directly supported by the Giraffe Project. Promising teenagers are sponsored into good government boarding schools outside the slums, and when they graduate they are offered places in colleges giving professional and vocational training. The Project is also encouraging small business initiatives to support the schools and provide opportunities for the graduates of the programme.

Internship Profile (1): Administration and Management
This internship will involve 2 weeks full-time work in June 2010 in the office of the Giraffe Project in the home of Professor Baines in Braine l’Alleud followed by 3 weeks in Nairobi from 5th – 27th July 2010 with a team of 40.

In Belgium the work will include:
• Filing and updating the Project’s database and producing reports,
• Administration of the accounts and schedule of the visiting team,
• Marketing and communications work.

In Kenya the intern will be Professor Baines’ assistant in:
• The administration of the sponsorship programme
• Taking minutes of board meetings in Kenya and writing reports on school visits
• Assisting with interviews of applicants to the programme

There will also be opportunities to visit all the projects, to spend time with the teachers and children in their schools and to work with the local Giraffe Project team.

Intern Profile:
• Good organisational skills
• Good computer skills – especially word and excel
• Ability to communicate clearly and put people at ease
• An interest in development in Africa, and enjoyment of children and young people
• Ability to stay calm and work under pressure
• Willingness to face a new and challenging situation and adapt to meet its needs
• A team player

Internship Profile (2): Business Management Training
The goal is to help groups of young people from poverty-stricken areas of the Kenyan capital start small businesses such as tailoring and dressmaking, a bakery, a food kiosk or word processing services.

It will involve:
• A minimum of 2 weeks in Brussels working with Professor Baines to prepare the project and upcoming trip. The student will be required to establish an initial work plan, followed by daily reporting and periodic discussions with Professor Baines.
• Preparation and planning of training sessions on topics including how to write a business plan, how to manage a budget, use a spreadsheet, market a product, write publicity, etc.
• Researching of microfinance possibilities
• Participation in the trip to Kenya with the Giraffe Project summer team of 40 from July 5th – 27th.
• In Kenya:
  o Conducting training sessions of young Kenyans of High School and College age
  o Assisting the young people who are trying to start a business
  o Following up contacts with micro-finance organisations in the city

Intern Profile:
• Knowledge of how a small business is run, including financial planning, marketing and management
• Ability to teach small groups and guide them through a process
• Good computer skills – especially word and excel
• Ability to communicate clearly and enthusiastically
• An interest in development in Africa
• Ability to stay calm and work under pressure
• Willingness to face a new and challenging situation and adapt to meet its needs
• A team player

Deadline for Application:
• The deadline for submission of your CV and cover letter for either of these two internship opportunities is Monday March 22, 2010.
• A final selection of candidates will be made by March 31, 2010.
• CVs and cover letters should be sent directly to Professor Denise Baines at denise@giraffeproject.org, with a copy to Mr. Robert Goodman of the External Relations Department (robert.goodman@vub.ac.be)
• Interviews for these positions will be conducted by email and by phone, so please be sure to include your phone number as well as your email address on your CV!

Internship Fee:
• The student is responsible for paying the fee for the Summer Internship course (€725 plus €50 application fee)
• The student is responsible for transportation fees to and from Brussels and for room and board fees while in Brussels.
• The student is responsible for transportation fees from Brussels to London Heathrow airport (the flight to Nairobi originates from London Heathrow airport).
• The student is responsible for all fees related to acquisition of the visa permit for travel to Kenya.
• The student is responsible for all costs of vaccines and medications required for travel to Kenya.
• Vesalius College will be responsible for the round trip air fare from London Heathrow to Nairobi (ticket will be purchased once internship has been confirmed) as well as for room and board charges (€600) on site in Nairobi.

Contact Information:
• For all additional information regarding the Vesalius College Study Abroad Program and the Vesalius Summer Program (which Giraffe Project internship students can participate in prior to leaving for Kenya), please contact Virginie Goffaux at virginie.goffaux@vub.ac.be.
• For all additional information regarding the Giraffe Project, the Kenya internship, or regarding travel to Kenya, please contact Professor Denise Baines at denise@giraffeproject.org. Please also see the Giraffe Project website at http://www.giraffeproject.org/.
• For information on the Vesalius Internship Program, including rules, regulations and academic guidelines, please contact Mr. Robert Goodman at robert.goodman@vub.ac.be.