

**INTERN: LONDON OFFICE**

The Tony Blair *Africa Governance Initiative* (AGI) works closely with select African countries and their leaders in order to help them deliver on their poverty-reduction agendas. AGI operates using a unique and innovative model that combines the high-level experience and relationships of Mr. Blair, with on-the-ground project teams. We work with countries – currently Sierra Leone, Liberia, Rwanda and Guinea – that are at potential turning-points, where a tragic past has left a lack of capacity and deep poverty, but where there is clear potential and a leader with the vision and political will to achieve progress. Our work focuses on institutional and operational capacity at the heart of government and the development of the private sector. For more information, see [www.africagovernance.org](http://www.africagovernance.org)

AGI is a UK charity, which currently has teams in Rwanda, Liberia, Sierra Leone and Guinea. We are looking for outstanding individuals to undertake a 3 month internship to support our London head office team, which sets strategic direction for the projects overall, focuses on fundraising for the development and expansion of AGI, and provides logistical support to the teams. The internship is not paid, however you will be reimbursed for your lunch and travel expenses. The ideal candidate would have excellent academic credentials with a proven administrative and numerical ability. Prior experience in an office environment will be an advantage.

We are looking for interns to start in April 2012. Please submit a CV and cover letter along with your availability for interview to: [jobs@tb-agi.org](mailto:jobs@tb-agi.org), with Internship in the subject line. The deadline for applications is Friday 23rd March 2012.

**Example tasks**

- Providing research support to HQ and in-country teams. including: assisting with country briefing; actively seeking articles and publications of interest to the work of the AGI; attending events of interest to AGI's work, support to fundraising and donor research.
- Helping to provide logistical and admin support to HQ and in-country teams, including: maintaining office systems; supporting all-AGI training events; assisting with recruitment rounds; ad hoc errands such as visa procurement.

**Specification**

- Excellent academic credentials;
- Self-motivated and can-do attitude, with the ability to work as part of a team;
- Excellent communication skills, both oral and written, and a highly professional manner;
- Strong administrative and numerical skills - knowledge of IT systems, particularly Excel and Powerpoint an advantage;
- Previous office experience is desirable;
- An interest in Africa, international affairs and/or international development is highly desirable.