

International Internship Opportunity

Organizational Overview

JaRco Consulting PLC is an international development consulting firm based in Addis Ababa, Ethiopia specializing in Monitoring, Evaluation and Learning. JaRco offers high-quality qualitative and quantitative research services to leading international donors and partner agencies with the overarching mission of ensuring that programs aimed at improving the lives of the most vulnerable groups around the world are of the highest quality and meet the needs of the beneficiaries for whom they are planned.

JaRco's primary areas of technical expertise include: large-scale baseline/endline surveys; data validation; qualitative and quantitative project assessments and midterm/final evaluations; designing M&E systems for integrated and sector-specific projects; training and capacity building; and strategic planning. For more information please visit www.jarco.info.

JaRco is immediately seeking a graduate-level candidate for 6 months to 1 year internship based in Addis Ababa, Ethiopia. This is a full-time internship beginning immediately. The intern will be a member of JaRco's team on the ground in Addis Ababa and will undertake the following Scope of Work.:

- Supporting the writing of technical and financial proposals in response to requests for proposals from potential clients;
- Collaborating with partners in project design and proposal-writing for potential projects;
- Involvement in meetings with clients, inside and outside the office;
- Support the design and review of sampling strategies for data collection;
- Support the preparation and revision of project budgets;
- Strengthening and maintaining networks and databases of potential partners and clients (e.g. research institutes and firms, NGOs, donors, government agencies) and consultants;
- Managing and updating JaRco's social media platforms and assisting in the maintenance of the company's website;
- When appropriate, conducting field visits and participating in field work activities to support data collection, identify adjustments as needed, assess project implementation, and other activities as required; and
- Supporting the Program Development Manager in other activities as needed.

Required Credentials and Competencies

Required:

- Bachelor's degree in development studies, economics, public health, gender, or related field;

- Knowledge of M&E frameworks, impact evaluations, and quantitative and qualitative research methods;
- Fluency in written and spoken English;
- Exceptional writing and editing skills in English;
- Ability to manage multiple tasks simultaneously and work independently as well as part of a fast-paced team;
- Proficiency in MS Office (Word, Excel, Powerpoint, et cetera);
- Highly motivated, flexible, self-sufficient worker, able to take on tasks with basic direction and minimal supervision; and
- Strong desire to learn about international development issues and the institutional environment of development practice.

Desired:

- Master's degree in development studies, economics, public health, gender, or related field;
- Experience in project planning and implementation;
- Experience in proposal- and report-writing;
- Experience living in a developing country;
- Development-related work experience in NGOs, research institutes, donor agencies, and/or consulting firms;
- Experience using CPro, SPSS, or other data analysis software;
- Fluency in one or more Ethiopian languages; and
- Demonstrated ability to manage high-level relationships with clients and partner organizations.

Transport Cost and Remuneration

This is a full-time assignment and a modest monthly stipend will be paid to cover all living expenses. In addition, round trip air ticket cost will be covered by JaRco. JaRco will also assist and cover the cost of visa and work permit applications.

If you are interested and fulfill the minimum requirements, please apply by sending the following information at hresource@jarrco.info or mail@jarrco.info.

- Application letter
- Resume
- Academic essay: 2 pages describing how academic goals, qualifications, and career aspirations relate to the internship in the international development and M&E