

# The Giraffe Project Internship, June- July 2011

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 : 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 9<sup>th</sup> – 27<sup>th</sup> July 2011 with a large team of volunteers. 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

## Deadline for Application:

- The deadline for submission of your CV and cover letter for this internship opportunity is **Monday, February 21, 2011.**
- A final selection of candidates will be made by March 11, 2010.
- CVs and cover letters should be sent directly to Professor Denise Baines at [denise@giraffeproject.org](mailto:denise@giraffeproject.org), with a copy to Ms. Anna Ceolon of the External Relations Department ([aceolon@vub.ac.be](mailto:aceolon@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 (€965 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 to and from Brussels airport (the flight to Kenya will leave from Brussels 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 Brussels 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 Giraffe Project, the Kenya internship, or regarding travel to Kenya, please contact Professor Denise Baines at [denise@giraffeproject.org](mailto: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 Ms. Anna Ceolon at [aceolon@vub.ac.be](mailto:aceolon@vub.ac.be).
- For all additional information regarding the Vesalius College Study Abroad Program and the Vesalius Summer Program, please contact Virginie Goffaux at [virginie.goffaux@vub.ac.be](mailto:virginie.goffaux@vub.ac.be).