

World YWCA One-year Internship Programme

General Information 2008

The World YWCA Internship Programme was established to enhance and further develop young women's leadership. Young women from YWCAs are exposed to the work of the World Movement and gain experience in areas such as programme development, leadership development, advocacy, communications, financial development and management. This work experience as part of the World Office team in Geneva, Switzerland provides an opportunity for an understanding of global issues and how YWCAs are working in different ways on similar issues.

PROGRAMME OBJECTIVES:

1. To develop the skills, experience and knowledge of YWCA young women leaders through active participation as a member of the World YWCA staff and volunteer team, and exposure to a broad range of programmes and activities.
2. To provide training which prepares young women for leadership roles upon return to their own associations and regions, and in World YWCA leadership roles.
3. To widen the scope of World YWCA programmes and activities through young women's leadership and active participation.

Since 1990 interns have come from YWCAs in Sierra Leone, USA, Kenya, Aotearoa-New Zealand, Peru, St. Vincent and the Grenadines, Korea, Argentina, Liberia, Australia, Myanmar, Canada, Uganda, Norway, Jordan, Barbados, Lebanon, Belgium, Pakistan, Tanzania, Belarus, Philippines, Switzerland, Zimbabwe, Ethiopia, Argentina, and Namibia. Interns for 2007 are Sarah Davies from Aotearoa-New Zealand and Caterina Lemp from Chile.

THE INTERNSHIP PROGRAMME IN 2008:

There will be strong emphasis on advocacy and communications in 2008. The internship programme will include supporting World YWCA representation at the sessions of United Nations Human Rights Council, CEDAW Committee and other events. This will entail participating in NGO working groups, developing analysis and documentation. There will be many communications needs as we follow-up the World Council and International Women's Summit on Women's Leadership on HIV& AIDS as well as planning and proposal writing.

Other experiences include:

- Training opportunities in leadership development, programme development and advocacy work
- Exposure to the work of international NGOs and UN agencies including representing the World YWCA at UN and international NGO meetings
- Communications projects such as *Young Women on the Move*, Young Women's Web and Young Women's Forum
- Developing skills in management, team-building, financial development, administration, computer systems and electronic communications

- Opportunities to work with national associations particularly in her region and possibly a visit to another national association during the year.

CRITERIA FOR SELECTION:

- An ability to be flexible, a desire to learn, and the capacity to function with multiple priorities will be needed.
- Generally applicants should have a minimum of two years active involvement with her YWCA.
- How the applicant relates her present experience and interests to the work of the World YWCA and how she and the National Association will make use of the programme upon her return.
- Successful candidates must commit to sharing the experience gained with their YWCA and region following the internship, and her association must commit to integrating her leadership into the association upon her return.
- A strong commitment to women's rights and leadership in all spheres of society is required.
- A good working knowledge of English, both oral and written, is essential. Knowledge of French and/or Spanish is appreciated.
- Word processing and other computer related skills are appreciated.
- Applicants must be between 22 and 30 years of age and be in good health.
- A willingness to be independent, hardworking, flexible, creative and take initiative.
- **Each candidate's participation must be endorsed by her National YWCA.**

DATES:

The one-year internship begins **January 14, 2008**. The deadline for receiving applications is **September 24, 2007**. Applications received after this date will **not** be considered.

Applicants and their national associations will be informed approximately late October 2008.

SELECTION PROCESS:

All applications will be reviewed by a World Staff Committee using the above criteria. Interviews will be conducted by telephone with short-listed applicants and their associations. The World YWCA retains all applications on file so that other leadership opportunities can be sought for those applicants not chosen.

COSTS AND PROVISIONS:

TRAVEL

Participants must possess a valid passport and obtain any necessary visas. The World YWCA will cover up to 80% of the most economical and direct route airfare from and to the home country of the participant. The National Association accepts responsibility to contribute at least **20%**. Any additional contributions by the National Association to the travel and accommodation costs would be greatly appreciated as funding for this programme must be continuously sought.

STIPEND, ALLOWANCES AND INSURANCE

1. A return excess baggage allowance is available of no more than **50 kilograms** of personal effects to be sent by the most economical freight from Geneva to the intern's country of origin (available only for one-year interns). The World YWCA will pay directly to freight company. No allowance for excess luggage is available on arrival in Geneva. **Any additional excess luggage expenses must be paid by the intern.**

2. Furnished housing in a hostel/foyer is provided.

3a). Stipend payments for food and personal needs of CHF1'000 per month for the full period of the internship.

3b). Basic health insurance is provided to cover health problems arising during the internship, including monthly premiums and annual deductible costs, to a maximum of CHF5'000 for the year. Swiss disability and pension scheme (AVS) as well as unemployment insurance and taxes (as required by law) are paid by the World YWCA.

3c). Interns will be covered by group accident insurance for any accident occurring both during and outside office hours and in Switzerland and abroad.

3d). Travel insurance is provided while travelling on World YWCA business.

4. A Geneva bus pass is provided for the period of the internship, and up to CHF500 allowance for private travel is available during this period.

5. A settling-in allowance is given at the beginning of the term in the amount of CHF150.

WORKING HOURS

Official working hours are Monday through Friday, 8:30 to 17:30 (8:30 a.m. to 12 p.m. and 2:00 p.m. to 5:30 p.m.). Full employment constitutes 35 hours per week. Individual arrangements to vary the set hours may be made in agreement with the General Secretary.

Overtime is not remunerated. Time worked beyond regular hours required as approved by the General Secretary is compensated by equal time off.

ANNUAL LEAVE

Interns are entitled to 18.5 vacation days during their term (20 days annual leave pro-rated for the 11 months of the programme). This leave must be taken by the end of the internship year or forfeited. In addition interns are entitled to the following legal holidays:

- Good Friday (21 March 2008)
- Easter Monday (24 March 2008)
- Ascension Day (1 May 2008)
- Whit Monday (12 May 2008)
- August 1st Swiss National Day
- Jeune Genevois (11 September 2008)

SICK LEAVE

An intern shall be deemed to be on sick leave when she is unable to work by reason of sickness or injury or when undergoing medical examination or treatment.

An intern on sick leave shall notify the Coordinator immediately. A medical certificate is required for any absence of more than three (3) consecutive working days.

EDUCATIONAL ALLOWANCE

A language study allowance of up to CHF700 may be approved upon request within the first four months of the internship period.

CHARGEABLE EXPENSES

For World YWCA travel, expense reports shall be submitted within 30 calendar days. Interns will be granted an advance to cover their travel expenses. The most economical means of travel shall be reimbursed.

Entertainment expenses incurred by interns for entertaining business guests as authorised or requested by the General Secretary will be reimbursed.

EVALUATION/APPRaisal

The intern will be provided with a job description, will receive training and practical assignments during the 11 months of the programme and will function as part of the World YWCA office team. Each intern has an opportunity to suggest her own learning objectives in addition to those set for all interns. She will receive an evaluation and performance appraisal and she will have an opportunity to suggest changes and improvements to the programme.

If for any reason the intern is not able to fulfil the goals of the programme or if her participation or performance is unsatisfactory, the World YWCA may terminate the placement before the end of the 11-month period.

GRIEVANCE

An intern must bring in writing, any grievance in the first instance to her supervisor. If the matter is unresolved, the General Secretary will be consulted.

Geneva, August 2007