

JOB DESCRIPTION

AMNESTY INTERNATIONAL NIGERIA NATIONAL OFFICE

JOB TITLE: Intern

AMNESTY INTERNATIONAL ENTITY: Nigeria National Office

LOCATION: Abuja

JOB SUMMARY: To assist in monitoring human rights developments; supporting campaigns and growth activities; and carrying out research in various areas of focus including but not limited to arbitrary arrests, unlawful detentions, unlawful killings, women's rights, media freedom, civic space, freedom of expression, forced evictions, torture and cruel inhuman and degrading treatment, discrimination, and access to justice.

AMNESTY NIGERIA PURPOSE: AI Nigeria is a national human rights entity that is part of a global human rights movement, established to address national human rights priorities as well as create the possibility for people in Nigeria to join Amnesty International's global human rights campaigns. Our mission in Nigeria is to address pertinent national human rights issues through research, campaigning, and human rights education, and to empower Nigerians to take action on issues that matter to them through AI's international human rights movement; and to leverage Nigeria's influence regionally and globally to promote human rights domestically, bilaterally and internationally.

AMNESTY INTERNATIONAL PURPOSE: Amnesty International operates from a number of sites around the world and gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal rights standards.

WORKING RELATIONSHIPS

Reporting to: Programmes Manager – Amnesty International Nigeria

Posts that this job manages: None

Other key relationships: Amnesty International Nigeria staff particularly the researchers, campaigners and the Finance and Office Manager; West and Central Africa Regional Office (WARO); International Secretariat (IS).

MAIN RESPONSIBILITIES



- Assist with research and investigations on the human rights situation in Nigeria.
- Monitor human rights developments including decisions by national, regional and international human rights bodies.
- Support in the development, organisation and implementation of campaigning, communication, human rights education, and growth activities by searching for and collating relevant information, developing short notes or briefings and documenting materials in a systematic manner for easy retrieval.
- Assist in planning of meetings, seminars, workshops, compiling lists and logistical support as necessary.
- Support with processing incoming inquiries, petitions, and letters, and other administrative tasks.
- Draft letters, reports, blog posts, articles and informative pieces for internal and external audiences.
- Document minutes of weekly team meeting and send to the team administrator for review and final submission.
- Contribute to the team's response during a crisis or unexpected work.

This is not an exhaustive list of duties. The need for flexibility is required and the post holder is expected to carry out any other related duties, that are within the employee's skills and capabilities whenever reasonably instructed.

Amnesty International offers a competitive Internship scheme that offers an opportunity to contribute to important human rights work while developing knowledge and professional skills in the role. A great emphasis is placed on research and developing this capability. The scheme is designed to support the career development of future leaders in the human rights field. Internships are fixed for a certain contracted period and cannot exceed 1 year. There are no guarantees of employment at the end of the internship.

SKILLS, ATTRIBUTES AND EXPERIENCE

- A bachelor's degree or higher national diploma (HND) in a relevant field or relevant professional qualifications. Degrees in social sciences or international relations, law would be an advantage.
- A master's degree is a plus;
- Demonstrated interest in human rights, e.g. through previous work, membership of an organization, involvement in advocacy of human rights, etc
- Good interpersonal skills, a helpful and personable attitude
- Good oral and written communication skills in English; other relevant local languages or additional foreign languages desirable
- Excellent analytical skills with strong attention to detail to ensure accuracy of financial records and invoices.
- Multitasking to successfully handle multiple accounts, invoices, and payments at various stages of execution.
- Excellent efficiency for handling any accounting documentation quickly with minimal interference.



- Ability to multi-task, manage conflicting demands, and work on deadlines to achieve results.
- Flexible approach to work, and willingness to undertake a range of tasks
- Able to work in a manner that is consistent with the organisation's core behaviours and competencies.
- Good working knowledge of standard Office software e.g. Word, Excel, PowerPoint, Outlook
- Good understanding and use of social media e.g. Facebook, Twitter, Instagram and multimedia tools like Canva is a plus

EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

