

JOB DESCRIPTION

AMNESTY INTERNATIONAL NIGERIA NATIONAL OFFICE

JOB TITLE: Gender Intern

AMNESTY INTERNATIONAL ENTITY: Nigeria National Office

LOCATION: Abuja

JOB SUMMARY: To assist with gender mainstreaming across projects and promoting gender, intersectionality diversity, inclusion in human rights research, campaigns, media, and programmes within Amnesty International.

AMNESTY NIGERIA PURPOSE: Amnesty International Nigeria mission is to build an inclusive and constructive constituency in Nigeria for Nigeria on Nigeria that has a significant impact on the key human rights issues of contemporary Nigeria; and to build a culture of respect for human rights in Nigeria.

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); Gender, Sexuality and Identity Programme at the International Secretariat (IS).



MAIN RESPONSIBILITIES

- Help draft various papers, which may include technical notes, speeches, articles, opinion pieces, blog posts, reports, campaign materials and public statements
- Monitor human rights developments including decisions by national, regional, and international human rights bodies particularly on gender, intersectionality, and women's human rights.
- Follow and report on gender, diversity, intersectionality, inclusion, and youth trends through research on strategies, developments, and donor communication and outreach.
- Support gender and youth focal points in the organization, by promoting diversity in Amnesty International Nigeria's membership with focus on young women through trainings, research, and gender analysis.
- Assist in monitoring the implementation of gender policies and report challenges periodically
- Contribute to gender strategy development, implementation guideline, orientation packs, checklists
- Capture and document any gender-related knowledge product that is being prepared by team members
- Generate gender updates about Amnesty's work in Nigeria for internal and external audiences.
- Support with processing incoming inquiries, petitions, and letters, and other administrative tasks.
- Assist in planning of meetings, seminars, workshops, compiling lists and logistical support as necessary.
- 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 gender/women's studies, social sciences, law would be an advantage.
- A master's degree in development, gender/women's studies/feminist studies is a plus
- Demonstrated interest in the human rights women, gender equality and non-discrimination including an awareness of the topical issues in these areas 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
- Ability to work under pressure, manage conflicting demands, multitask, and work to deadlines to achieve results
- Excellent analytical skills with strong attention to detail
- 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.

