



## Peace Corps Togo Internship Program May – October 2025

The Peace Corps Togo internship program offers a unique opportunity to learn about the United States Peace Corps and its operations, while gaining valuable experience in an organization. Interns at Peace Corps Togo have *real responsibility* and do *real work* for a duration of six months. This internship period may be renewed for an additional three months (for a maximum of nine months) depending upon availability of funds, need and performance of the intern.

Eligible candidates will be technical school or university students in excellent standing preparing to enter their final year or to graduate in 2025. Candidates will be selected based on the final recruitment interview results. The internships will be unpaid; however, interns will receive a stipend of 70,000 CFA a month as a contribution toward the cost of transportation. Interested candidates should follow the application instructions below.

Open to: All interested end-of study students

Position: Internship

Opening date: December 3, 2024

Closing date: December 24, 2024

Duration: Initially, 6 months (beginning in May 2025)

All intern applicants should submit the following documents to [tg-jobs@peacecorps.gov](mailto:tg-jobs@peacecorps.gov), no later than December 24, 2025.

- Cover letter with desired field of internship (see below)
- Curriculum Vitae
- Current police record (casier judiciaire datant de moins de trois mois)
- Copies of diplôme(s)

NB:

- Offer of internship is conditional on the positive result of a background certification performed by the US Embassy in Lomé.
- Failure to submit all the required documents will result in your application not being considered.

Minimum qualifications for all positions include:

- Near to completion of a relevant course of studies (BAC +3)
- Ability to communicate in French and English, both written and spoken
- Ability to manage varied activities in a fast-paced work environment
- Excellent interpersonal skills with the ability to work in a multicultural environment
- Excellent computer skills (Microsoft Office)

Please find below the available internships as well as specific selection criteria and responsibilities for each intern position. Please indicate which position you are most interested in when you submit your application. If there are more than one, please rank them in order of interest.

1- General Services (GS) Intern – (Maintenance and Motor Pool Management)

2- Under the supervision of the Logistics Coordinator, the GS Intern performs a wide variety of logistics management, inventory, maintenance, and fleet management duties. The GS intern will assist the GS section with vehicle and residential maintenance and repair; and other duties as requested.

Specific Qualifications:

Nearing completion of a degree at a Technical School or University. Training and experience in mechanics, electricity, plumbing or engineering is required.

3- Human Resources (HR) Intern

Under the supervision of the Human Resources Specialist, the HR Intern performs a variety of basic personnel related clerical duties, maintaining employment records, and basic functions relative to customer service in the HR department. He/she handles office duties such as recording applications and assisting with recruitment, drafting letters, forwarding mail, answering phones, filing reports, and other duties as requested.

Specific Qualifications:

Nearing completion of a degree in Human Resources Management, Law, Administration, Business Management, or Secretariat.

4- Finance Intern

Under the supervision of the Deputy Director of Management and Operations, the Finance Intern will assist with budget preparation; photocopies/scanning; filing; contract preparation/review; verification of receipts/vouchers; and other duties as requested.

Specific Qualifications:

Nearing completion of a university degree in Finance, Accounting, Business Management or Economics.

5- Information Technology (IT) Intern

Under the supervision of the IT Specialist, the IT Intern will be tasked to do the following:

- Network and Systems Verification: perform a daily check of communication networks and report findings to the IT Specialist for appropriate follow up. Remedy telephone and fax line problems, including the office Global System for Mobile communication (GSM) gateways; Wi-Fi installation and internet connection.
- Information Management: IT inventory: help complete asset movement forms for IT devices to ensure that the inventory is up to date and well documented; filing of IT records in accordance with Peace Corps policy; contact list updates; conduct smart

phone training and/or troubleshooting; complete backups; locate duplicate files on the shared drive; keep SharePoint up-to-date.

- Customer Technical Support: IT logistics: set up IT devices as needed (printers, projectors, conference room equipment); Respond promptly to users' calls, provide tier 1 technical support, and other duties as requested.

Specific Qualifications:

Nearing completion of a degree at a Technical School or University in Computer Science (Network Administration or Programming), or in Administration to assist the IT team with administrative tasks.

6- Programming and Training (P&T) Intern

Under the supervision of the Programming and Training Assistant, the P&T Intern will: transfer of all the site history files into filing cabinets; create a "parent folder"; organize existing site files; arrange the files chronologically. Organize alphabetically each Volunteer file in the corresponding "parent folder".

Support in designing and delivering presentations during Programming and Training activities, writing, and editing for presentation quality and consistency.

Specific Qualifications:

Nearing completion of a degree at a Technical School or University in Administration, Project Management, Communication, or related subject.

7- Executive and Administrative Intern

Under the co-supervision of the Administrative Assistant and the Executive, Travel and Communications Assistant, the Executive and Administrative Intern will:

Organize, participate in and draft minutes of meetings, assist with photo library management; work with the staff social media committee to draft Facebook and Instagram posts based on past activities and the international calendar; take pictures at official events; assist with the organization of post's important events: swearing-in/retreat/other; monitor the info@ box for incoming messages and dispatch to appropriate staff; assist with the editing of the Volunteer Newsletter; help with pouch mail recording and distribution; follow documents signature by Country Director and dispatch to staff; assist with the weekly Express Mail Service to Peace Corps Volunteers, receive, register, and distribute incoming correspondence; assist with staff health insurance claim reimbursements, perform general clerical duties such as copying, scanning and other duties as requested.

Specific Qualifications:

Nearing completion at a Technical School or University in Administration, Business Management, or related subject;

An interest in social media and communications.

#### 8- Medical Unit Intern

The Medical Unit Intern performs administrative duties under the supervision of the Medical Secretary and is responsible for:

Assisting with the scanning of documents; working on the non-inventory data base; renaming of documents; helping with the reception and verification of medicines; reorganizing and arranging medicine in the Pharmacy; assisting with medical inventory preparation and files; assisting with the filing of documents; receiving and directing calls as needed, preparing correspondence; scanning and making photocopies; and other duties as requested.

#### Specific Qualifications:

Nearing completion of a degree at a Technical School or University in Administration, Business Management, or related subject.

This announcement is also available on the Peace Corps website:

<https://www.peacecorps.gov/togo/contracts>