



MIGYIKRA MEMORIAL MUSIC AND CULTURAL INSTITUTE



WEST AFRICA CENTRE FOR PEACE STUDIES

INTERNSHIP AND VOLUNTEERS POSITION DESCRIPTION RESEARCH

WACPS

The West Africa Center for Peace Studies (WACPS) is an independent, non-partisan, non-profit research, policy, and advocacy-based organization, based in Accra, Ghana in West Africa. WACPS was founded in 2004 by Africans from diverse professional backgrounds dedicated to the promotion of democracy, good governance, peace, and development in Africa and beyond. The Centre provides research, training, and advocacy support towards enhancing peace and human development initiatives at all levels in Africa.

The WACPS internship and volunteer programme is part of a long running partnership between WACPS and Migykra Memorial Music and Cultural Institute (3MCI). Under this programme, the West Africa Centre for Peace Studies provides opportunities for highly qualified and competent interns and volunteers to be given placements for a period of six months. Interns have the opportunity of undertaking a further six-month internship on the expiration of the initial six-month period. The interns/volunteers serve on purely voluntary basis hence there is no remuneration. They are however provided with office space and internet services.

Description

Position Summary

WACPS is seeking for an intern to provide support to the organisation's evolving digital peacebuilding programs, partnerships, and capacity development initiatives. The main aim of the intern/volunteer programme is to foster strong international practical experience for lawyers, students and researchers in international affairs, human rights and international law, journalism, social work, social sciences, Fine Art (photography, web designing, IT, videography, and script writing) from all over the world interested in the conduct of research and internship in Africa.

Key responsibilities

- Conduct research on Ghana's role and impact in conflict-affected and fragile countries
- Undertake basic research analysis of topical issues in collaboration with researchers.



- Research institutions for managing research coordination with other NGOs donors Cataloguing.
- Daily monitoring of relevant regional and international media.
- Assist in organization of seminars/ workshops and other events involving various stakeholders.
- Assist in the drafting of activity reports, reports to donors and fundraising documents.
- Maintaining database & other documentation
- Conducting research, policy advice, capacity strengthening and policy communications in Ghana and Africa on the strategic issues of peace and security, gender issues and development
- Actively publish papers/books, and participate in various conferences, policy advisory forums, and capacity strengthening programs.
- Providing support to targeted training programs especially the youth.

Qualifications/Skills

- Good interpersonal and team-working skills
- Fluency in written and spoken English. Knowledge of French is an added advantage but not a requirement.
- A positive problem-solving approach and critical thinking
- Attention to detail with rigorous analytical skills.
- Good time management

Education Requirements:

- Current or recent graduate with a Bachelor's or Master's degree in International Relations, Political Science, or a related area.
- A good overview of peace and security.
- Be computer literate in standard software applications.



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Location of WACPS Official Residence:

The internship Programme is based at the West Africa Centre for Peace Studies headquarters, Accra - Ghana. The volunteer or intern may concessionally be requested to travel / work from other location or rural areas in Ghana/Africa for research or fact-finding purposes.

Expected working hours per week.

- **Interns** - Hours: 15 - 20 hours/week, preferably three days per week in the office
- **Volunteers** - Hours: 30- 40 hours/week, preferably five days per week in the office

Application Procedure

Interested applicants are required to submit the following documents to the West Africa Centre for Peace Studies for consideration:

- A motivation letter.
- A curriculum vitae
- Copies of relevant College attendance, Degree(s) and /or Diploma or Certificates
- If applicable, proof of professional body membership
- Applications should be sent through email to wacpsgh@yahoo.com or wacpsgh@gmail.com throughout the year.

Physical address: GT-084 7638 Community 18 Cambodia (Between Baptist Church and Cambodia Police Station) P. O. Box SK 2281, Sakumono -Tema. Tel: +233(0) 302800933; Mobile +233 (0) 508068881/ +233 (0) 59601718 website: www.wacps.org or www.3mci.org

