



MIGYIKRA MEMORIAL MUSIC AND CULTURAL INSTITUTE



WEST AFRICA CENTRE FOR PEACE STUDIES

*INTERNSHIP AND VOLUNTEERS POSITION DESCRIPTION WRITER OR EDITOR*

**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**

- Produce informative, accurate, interesting, high-quality original articles to contribute to our blog and website content.



- Writing and/or editing unique online content
- Ability to provide high-quality, original, accurate information.
- Publishing articles to a network of blogs and websites
- Producing content for newsletters
- Participating in a weekly phone catch up with the blog publisher.
- Collating a weekly blog post of news and activity around the web
- Offer comments or suggestions to improve written work before publication.
- Other editorial and administrative duties as may be assigned.

### **Writer or Editor Skills & Competencies**

- **Creativity.** Use creative thinking to identify new and interesting ideas that will engage readers and viewers.
- **Grammar and syntax.** Create materials that are clear, grammatically correct, and well-structured for easy reading.
- **Curiosity.** Thorough research to make the writing as accurate and detailed as possible.
- **Thick skin.** Ready to deal with both rejection and constructive criticism.
- **Marketing and media background.** Keep abreast with the current media climate to understand what piece of information will catch the public's attention.

### **Education Requirements:**

Bachelor's degree in areas, such as English, communications, media, journalism, amongst others. Technical, legal, or medical writers generally need to have a degree in the field they are writing about.

### **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.



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### **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](mailto:wacpsgh@yahoo.com) or [wacpsgh@gmail.com](mailto: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](http://www.wacps.org) **or** [www.3mci.org](http://www.3mci.org)

