



International Development Internship Program 2009-10

Information for Intern Applicants

Introduction

The International Development Internship Program support by ADRA Australia, is a volunteer assignment scheme designed to give appropriately qualified recent graduates an outstanding opportunity to develop their international development interests and skills in the reality of a developing country. The internship is really a trial experience for recent graduates who are considering working long-term and professionally in international development. While the intern will bring specific skills to the ADRA partner office, the main focus is on the nurture of the intern by the ADRA partner office into an international development professional.

Each year ADRA Australia invites selected partner ADRA's, whose size and capacity enable them to provide appropriate mentoring and a worthwhile international development experience, to offer an intern assignment. In the past three years, ADRA Australia supported interns have served with ADRA's in Cambodia Laos, Mongolia, Nepal, PNG and Thailand. ADRA Australia anticipates placing up to three new interns for 2009-10.

Profile of the ideal applicant

While there is no 'typical' applicant, successful applicants will:

- have a positive Christian experience,
- have a heart for 'making a difference' in the lives of less advantaged communities,
- have a strong sense of social justice,
- hold at least an undergraduate degree in international development or a related social or human science discipline,
- have significant volunteer experience in Australia or overseas,
- have cross-cultural experience,
- have lived in, or at least spent time traveling in, a poor country,
- be resilient and self reliant, able to thrive in an isolated, physically hard environment in an alien culture without the immediate support of friends and family,
- be tolerant of difference, adaptable to adverse circumstances and have an open attitude to other cultures,
- be able to live on a volunteer stipend with basic living conditions.

Whilst occasionally a married intern can be placed, it must be understood that neither ADRA Australia nor the partner ADRA has any obligation to provide employment in ADRA or to find employment elsewhere for the spouse. A spouse must be fully supportive of the applicant's goals and the volunteer conditions of the assignment. Spouses may also be interviewed as part of the interview process for an applicant. Also, neither ADRA Australia nor the partner ADRA can provide additional financial support for an intern with children, whether support for travel, insurance, school fees or other living expenses.

Selection process of interns

The ADRA Australia internship program is open only to Australian and New Zealand residents who have or are eligible for an Australian or NZ passport. Interns are selected by ADRA Australia through a process of open advertising in the *South Pacific Record* and the ADRA website (www.adra.org.au/getinvolved/careers.htm) in August. Interviews of short-listed applicants occur in from late September / early October. ADRA Australia will discuss prospective interns with the ADRA partner and the country of assignment with successful applicant/s, but ADRA Australia will make the final decisions as to selection and assignment. A four day orientation in the ADRA Australia office in mid-January 2009 is mandatory for new interns. It deals with international development philosophy, theory and practice, broad cultural issues, health and personal security, and ADRA Australia's expectations, policies and procedures. The ADRA partner office is expected to run an additional orientation to the local culture, country and office expectations and procedures and to arrange for introductory language lessons where appropriate.

Conditions and responsibilities

Length of Assignment: notional 24 months, unless otherwise negotiated

Expected Start Date: late January 2009, unless otherwise negotiated

Role and Management Responsibilities:

Intern

- Carry out responsibilities as defined by the signed position description with the ADRA country office,
- Serve under the prevailing HR policies and procedures of the ADRA country office, including all holiday/leave provisions,
- Take part as an active team member of the ADRA country office,
- Submit Monthly Reports and Monthly Timesheets to the ADRA country office and copied to ADRA Australia,
- Submit a Quarterly Story about an ADRA Australia project to Marketing at ADRA Australia,
- Participate in 3-month Probation Review by the ADRA country office,
- Participate in Annual Performance Review by the ADRA country office,

- Attend a multi-day orientation program at ADRA Australia in Sydney prior to departure (January 2009),
- Be compliant with ADRA Australia's child protection policy and any additional requirements in the ADRA partner's child protection policy,
- Participate in a debrief in the ADRA Australia office upon return to Australia.

ADRA Australia

- Responsible for oversight of the Intern's progress and performance,
- Communicate regularly with Intern via Skype, email or phone and in-country monitoring trips,
- Provide an orientation prior to departure,
- Debrief at the end of Assignment,
- Review of 3-month Probation report and formal approval of position continuing,
- Review of 12-month performance report and formal approval of position continuing for second 12 months,
- Support the intern's attendance at an ADRA Australia Partner's Workshop,
- Responsible for making the final decision for any emergency evacuation in the event of a major security issue in-country, after seeking advice from DFAT (Australian Department of Foreign Affairs) and the partner ADRA.

ADRA Country Office

- Responsible for managing the Intern as a member of the ADRA country office team
- Provide a range of tasks and experiences including exposure to ADRA Australia funded projects,
- Responsible for developing and implementing a mentoring process that includes measurable exposure to learning in a variety of management areas including: project management and in the field project interventions, financial systems, organisational management (see sample scope of work),
- Provide an orientation up on arrival, to include culture of the country, ADRA's expectations, policies and procedures relevant to the intern role,
- Arrange for appropriate introductory language lessons, where needed,
- Conduct a 3-Month Probation review and submit report to ADRA Australia,
- Conduct the Annual Performance review and submit report to ADRA Australia,
- Accept and support any decision by ADRA Australia for an emergency evacuation of the intern in the event of a major security issue in-country.

Financial Responsibilities:

Intern

- Accommodation and personal expenses

ADRA Australia

- Annual Stipend of A\$12,000 (A\$15,000 if accompanied by spouse or spouse and family) paid to the ADRA country office on behalf of the Intern; second year payment subject to Annual Performance Review,

- Insurance through Adventist Volunteer Services, Pre-Departure Medical Costs not refunded by Medicare and / or private health insurer (subject to ADRA Australia's approval prior to medicals and to a maximum of A\$1000) and Criminal/ Police checks as required,
- Fund introductory language lessons to a maximum of A\$300,
- Intern's annual return airfares (and spouse if applicable but not other dependents), Sydney-to in-country capital,
- Bonus \$500 triggered by debrief in ADRA Australia office at end of assignment (an incentive to complete the full assignment),
- Fund attendance (travel, accommodation) by intern to at least one ADRA Australia Partner Workshop.

ADRA Country Office

- Contribute towards intern accommodation or provide accommodation,
- Provide access to local transport for work-related travel,
- Facilitate intern visa application process,
- In-country travel and per diems as required (including ADRA Australia Workshop per diems),
- Advise ADRA Australia of any financial contribution for the support of the intern, including accommodation.

Notes

- An internship is a volunteer position, not a paid position.
- Whilst it may be possible for a spouse to accompany the intern, neither ADRA Australia nor the ADRA partner office is responsible for finding employment for the spouse whether in ADRA or elsewhere. That is the sole responsibility of the intern and spouse.
- Neither ADRA Australia nor the ADRA partner will support any travel / accommodation / other costs of the spouse to an ADRA Australia Partner Workshop.
- Neither ADRA Australia nor the ADRA partner will provide financial support for any accompanying children: this includes travel, insurance, accommodation, school fees and any other costs.
- The intern upon assignment becomes an intern of the partner ADRA, 'supported by ADRA Australia' and so subject to the Human Resource terms and conditions of the partner office.
- Upon the premature return of the intern (apart for medically validated reasons, or emergency evacuation as determined by ADRA Australia), the intern (and, if accompanied, the spouse) will be asked to refund a *pro rata* portion of the return airfares to ADRA Australia, according to the length of assignment served.

Intern Application Process

Please submit your CV and a one to two page letter addressing *all* the following questions:

1. Why are you interested in an internship with ADRA?
2. What are your long-term career goals and directions?
3. Specify your volunteer experiences
4. Specify your cross-cultural experiences
5. What development skills and expertise would you be able to contribute to the ADRA partner office?
6. What are your expectations of the internship, in terms of
 - a. career development
 - b. living conditions
 - c. support networks
 - d. financial conditions?
7. If you had the choice, where would you prefer to have an intern assignment?
Complete one:
 - [] a Pacific developing country - why?
 - [] an Asian developing country – why?
 - [] either
8. What do you understand by the term ‘development’?
9. Briefly, why do you think Christians should be involved in humanitarian activities?
10. What is your involvement in your local church?
11. What is your passion in life?

Applications should be returned to Cindy Cox, Human Resource Manager at ADRA Australia before Friday 12 noon, September 12, 2008.

Note: shortlisted candidates will be interviewed in the Sydney office of ADRA Australia, or by phone if living interstate / in NZ.