



Last Updated: October 2015

JOB PROFILE

Title: Program Unit Intern

Department: Program Unit

Reports to: Program Unit Coordinator

Position status: January – April, 2017, 10-15 hrs/week

Location: MSF Canada Toronto Office, 720 Spadina Avenue, Suite 402

Compensation: for PCJ499 credit, unpaid

POSITION OBJECTIVE:

Working in close collaboration with the Program Unit Coordinator, the Program Unit intern will support the undertake research, assistance with proposal reporting, and communication pieces. We strive to provide interns with a valuable experience that expands their skills and interests. Excellent research and communication skills are required.

BACKGROUND:

Médecins Sans Frontières is one of the world's leading independent international medical relief organizations, working in more than 70 countries worldwide. For more than 40 years, we have been providing medical assistance to people affected by armed conflicts, natural disasters, disease and nutrition crises. MSF is also involved in chronic refugee situations, areas of prolonged instability, and in periods following a conflict or disaster.

In MSF Canada, the Program Unit works to help field operations through learning strategies; strategic development; and institutional funding. Our team is currently working on developing eLearning courses, telehealth initiatives and institutional funding proposals to support MSF field operations.

DUTIES AND RESPONSIBILITIES:

Research, drafting and briefings (approx 60%)

Conduct routine research, mapping and synthesis including (but not limited to):

- Fact check and update grant reports based primarily on MSF operational reports and World Health Organization (WHO) data
- Support a mapping of technological telehealth systems

- Investigate alternative funding possibilities for innovation and humanitarian health projects (Grand Challenge Canada, Government of Canada, provincial government, private foundations, etc)
- As necessary, research in support of MSF's training and learning platform
- Remain flexible for emergent research needs and developing interests

Administrative support (20%)

- Support as necessary ongoing administrative tasks
- Help transfer and organize documentation and archives on new platform
- Support setup of projects pages and updating project documents

Writing internal communication pieces (10%)

- Submit monthly communication pieces to the association newsletter
- Assist organizing other activities from the PU communication strategy

Undertake other tasks as required according to priorities and workload (5%)

Reflective essay (5%)

Write a short essay (500-1000 words) in which you describe the internship experience and reflect on its applicability to the PCJ academic program (to be graded by the faculty supervisor).

QUALIFICATIONS/JOB REQUIREMENTS:

Must be enrolled in the Peace, Conflict and Justice program, Trudeau Centre, University of Toronto, January-April 2016, and eligible for the PCJ499 credit.

Skills and competencies

- Developed research, writing, and analytical skills;
- Excellent communication (oral and written);
- Strong interpersonal, networking, collaboration and time management skills;
- Computer literacy with MS Office tools and internet;
- Organized, efficient and process-oriented;
- Fluency in English essential and French very desirable;
- Interest and commitment to MSF humanitarian principles;

PHYSICAL DEMANDS:

- Work is generally carried out during the day, Monday to Thursday (9:00 a.m. to 5:00 p.m.), but this may vary depending on agreed tasks.
- Availability of 2-3 days/week totaling 10-15 hours/week
- Duties require long hours sitting in front of a computer/laptop screen

INFORMATION AND APPLICATION:

Interested candidates should submit a letter of motivation (1 page) and CV including 3 professional references to hr-rh@msf.ca **clearly noting internship title in the subject line.**

Only electronic applications will be accepted.

The deadline for applications is **Friday December 2nd 2016 at 5pm EST.**

Note: Applicants who have questions regarding accommodation and accessibility can send questions/concerns to: hr-rh@msf.ca