



**AFRICAN YOUTH FOUNDATION**  
*Afrikanische Jugendhilfe e. V.*  
*Fondation de la Jeunesse Africaine*

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**GENERAL INFORMATION AND CONDITIONS GOVERNING**

**AYF's INTERNSHIP PROGRAMME**

**PURPOSE**

The objective of the internship programme is to provide a framework by which graduate and postgraduates' students, as well as individuals at an early stage of their career, from diverse academic backgrounds may be assigned to AYF to enhance their educational experience through practical work assignments. It allows selected candidates to gain an insight into the work of the Organisation through an international atmosphere and at the same time provides assistance and training in various professional fields.

AYF's internship programme is coordinated by the Administration and a designated focal point is responsible for liaising with the relevant substantive programmes for placement of intern candidates. At the end of an internship period, both the intern and the staff member acting as his/her supervisor are required to submit an evaluation report to the designated focal point of the Internship Programme.

**TERMS AND CONDITIONS**

**Administrative**

- a) Interns are accepted at all times throughout the year; duration of internships are normally from three to six months.
- b) The Organisation will draft, in consultation with the participant, a task plan indicating the type of work
- c) Upon selection for an internship placement an 'Internship Agreement' is forwarded to the confirmed candidate for signature and returned prior to an agreed starting date.
- d) Internship with AYF is unremunerated and the organization provides no financial assistance with regard to travel or accommodation expenses of an intern.
- e) There is no expectancy of employment upon completion of an internship with AYF. An intern is not entitled to apply for a regular position with the secretariat either during the internship nor **three months** immediately following the expiration date thereof.
- f) An intern undertakes to conduct himself/herself at all times in a manner compatible with his/her responsibilities as an intern of the AYF secretariat.
- g) The intern is required to keep confidential all unpublished information made known during the course of the internship and must not publish any reports or papers on the basis of information obtained except with the written authorisation of the AYF secretariat.

**Language**

- h) AYFs working languages are German and English. Working knowledge of French and Spanish is an asset.

### **Interpersonal skills**

- i) Written and verbal Interpersonal and communication skills - and respect for diversity in cultural backgrounds are particularly important prerequisites for any work at AYF.

### **Social security**

- j) The AYF secretariat accepts no responsibility for accidents and/or illness costs incurred during the internship. Proof of personal medical insurance is mandatory for the duration of the internship period.

### **Accommodation**

- k) Accommodation and living expenses are the responsibility of the intern or their sponsoring institution.

### **Sponsorship**

- l) The AYF does **NOT** provide remuneration for internships. Interns might wish to seek sponsorship for their assignment from public or private institutions, e.g. from a government, educational institution, or under a scholarship scheme of their home country or country of residence.

## **APPLICATION**

Applications may be forwarded by e-mail or normal mail directly or through a sponsoring institution to:

African Youth Foundation  
Sebastianstr. 177-179  
53115 Bonn  
Germany

or per e-mail: [info@ayf.de](mailto:info@ayf.de)

Applications should include the following:

- a recent Curriculum Vitae;
- an explanatory paper indicating the reason for requesting an internship and intended goals to be achieved if selected.

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