



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

GENERAL INFORMATION AND CONDITIONS GOVERNING

AYF's INTERNSHIP PLACEMENT PROGRAMME

PURPOSE

The objective of the internship placement 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 placed by the AYF to other organisations to enhance their educational experience through practical work assignments. It allows selected candidates to gain an insight into the work of the Organisations through an international atmosphere and at the same time provides assistance and training in various professional fields.

AYF's internship placement 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 Placement Programme.

TERMS AND CONDITIONS

Administrative

- a) Interns are placed in partner organisations at all times throughout the year; duration of internships is normally from three to six months.
- b) The interested Organisations 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 placement through the AYF is unremunerated and hosting organizations provides no financial assistance with regard to travel or accommodation expenses of an intern.
- f) An intern undertakes to conduct herself/himself at all times in a manner compatible with his/her responsibilities as an intern of the hosting organisation.
- g) The intern is required to keep confidential all unpublished information made known during the course of the internship and must not publish any reports or papers on the basis of information obtained except with the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 organisation and the AYF Secretariat.

Fees

Administration fee for intern placements is: **250,- Euro.**

Interpersonal skills

- i) Written and verbal Interpersonal and communication skills - and respect for diversity in cultural backgrounds are particularly important prerequisites for any work with any of the hosting organisations.

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:

Mr. Mike Aidoo
Coordinating Group
African Youth Foundation
Sebastianstr. 177-179
53115 Bonn
Germany

or per e-mail: 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.
- A signed and dated confirmation sheet

Confirmation Sheet

I certify that the statements made by me in answer to my CV are true, complete, and correct to the best of my knowledge and belief. I understand that any misinterpretation or material omission made on my application, or other document requested by the Organization renders an intern to be placed by the AYF liable for termination or dismissal.

I also agree to transfer the Administrative fee to the AYF at the following banking details:

Bearer:	AYF (African Youth Foundation, Afrikanische Jugendhilfe e.V)
Bank:	Sparkasse Koeln/Bonn
Account No.:	31 030 166
Bank code:	370 501 98
IBAN:	DE79 3705 0198 0031 0301 66

two weeks before departure to my hosting organisation.

Name: : _____

Date: _____

Signature: _____