



Federal Republic of Somalia
Ministry of Planning, Investment and Economic Development

Term of Reference

Internship

Ministry of Planning, Investment and Economic Development, is currently seeking Admin/accounting to join our National Authorizing Office (NAO) team. We are looking for innovative new graduates interns. You will work directly with NAO team. Your work will be challenging, fast-paced, and intellectually stimulating. This is a great internship opportunity if you have solid admin/accounting skills, solid commitment and a collaborative work ethic, and cutting-edge technical skills.

Requirements:

- * Completed or working towards a Bachelor of Public Administration or related field

The internship position is open to apply starting 8 October to 14 October 2017.

The role will not be dull and the intern will have an opportunity to gain experience in many aspects supporting all types of admin/accounting works. He/she will also be able to work with cross departments including Finance and HR etc. to gain knowledge in these other areas of operation and budgeting.

This is a great opportunity to enhance skills in organization, multi-tasking, communications, and learn about administration.

Qualifications and Requirements:

- General admin knowledge – a few admin courses or experience working in an office
- Use of MS office suite – basic Word, Outlook, and Excel. PowerPoint helpful.
- Enrolled in a college degree program
- Solid English communication (oral, writing and presentation) skills
- Professional presence and demeanor

Please apply through mohamed.mopic@gmail.com and CC: abdelaziiz@gmail.com with your resume and cover letter.