



## UHAI – the East African Sexual Health and Rights Initiative.

### Internship Description

UHAI EASHRI is an indigenous activist fund which provides flexible and accessible resources to support civil society activism around issues of sexuality, health and human rights in the Eastern Africa region with a particular focus on the rights of sexual and gender minorities. UHAI provides grants and capacity support to sex worker and Lesbian, Gay, Bisexual, Transgender and Intersex [LGBTI] organisations in the five Eastern Africa countries: Burundi, Kenya, Rwanda, Tanzania and Uganda.

UHAI EASHRI is currently offering an internship opportunity for a sex worker or LGBTI identified health and rights activist from the region who will be based in our Nairobi Office. A modest stipend to help cover transportation and meal costs will be provided in the course of the internship. There will be provisions for the reimbursement for relocation and transport costs incurred for any successful candidates of an Eastern Africa country and out of Nairobi applicants from their stipend.

#### **Duties and Responsibilities:**

The intern reports to the UHAI Programme Officer: Grant Making and Capacity Support and supports the work of UHAI EASHRI as required. The intern will have opportunities to provide critical administrative and logistical support to the programme as well as contributing to the programmatic work of the Fund.

Some of the duties may include, but are not limited to the following:

- Providing logistical support to organise planning meetings and convening on sexual and gender minority health and rights issues;
- Dissemination of grants for the Ninth Cycle of the UHAI Peer Grants Process;
- Research and Learning on sexual rights issues;
- Monitoring of emerging sex worker and LGBTI health and rights activism and issues;
- Assisting with the preparation of UHAI EASHRI documents, reports and publications;
- Correspondence with potential grantees, partners and advisors;
- Completing due diligence research on potential grantees;
- Data entry and database management;
- General filing and office management.

**As a result of the internship, we hope that the individual will:**

- Acquire first-hand knowledge and skills of running different office activities within a human rights organisation;
- Interact with and learn more about the sex worker and LGBTI issues and groups within the Eastern Africa region;
- Acquire skills on report writing and documentation which is an aspect of best practices.
- Acquire more knowledge on the systems and structures of the grant making process.
- Be able to take back the learnings gained during the internship to their organisation and movement.

**Qualifications and Experience**

- Qualified candidates should have strong communication skills in English both oral and written; excellent organisational skills; good editing skills; attention to detail and excellent computer skills;
- Experience with sexual health and rights activism in East Africa is required;
- Familiarity with international/regional issues is preferred, as is a demonstrable interest in social justice issues;
- Second language ability is an advantage – especially Swahili or French;
- Sensitivity, flexibility, tolerance, a sense of humor and ability to work both independently and as part of a team are important personal qualities.
- Specific skills in Research and Writing will be an added advantage.

**We particularly welcome applications from Tanzania, Burundi and Rwanda.**

**Suitably qualified applications should send completed [application form](#) and [curriculum vitae \(CV\)](#) to [capacity@uhai-eashri.org](mailto:capacity@uhai-eashri.org) from Friday, 23<sup>rd</sup> May, 2014 to the 13<sup>th</sup> June 2014. Only successful applications will be contacted. Interviews will likely be contacted by telephone and therefore the applicant should provide a telephone number through which they may be reached.**

