NILE BASIN INITIATIVE

Guidelines on Selection and Engagement of Young Professionals (Interns)

1. **Context:** NBI intends to engage Young Professionals (Interns) for a number of activities to promote the engagement of young professionals to facilitate outreach efforts in regional cooperation. The Interns are expected to help bring fresh perspectives to NBI work and also significantly learn from this experience to help with their professional career development.

2. **Definition:** For this guidelines purpose, Young Professional (Intern) is defined as first-degree University graduate (not more than 5 years since graduation) with high academic standing, an outstanding graduate-level student, a graduate with a Master’s or a PhD Degree, highly motivated, and talented young professional under thirty-two (32) years of age, who is committed to making a notable difference on the Nile Basin.

3. **Expected Functions of Young Professionals (Interns):** Young Professionals (Interns) are expected to work as part of the NBI team to:
   - **3.1.** Participate in training and coaching programs to learn new tools, methodologies, or applications to build their capacity;
   - **3.2.** Apply new techniques to an area of mutual interest to NBI and the Intern (e.g. data analysis, development of new knowledge products/maps, assisting in model development and application, preparation of reports and documents, planning and organizational development, facilitating multi stakeholder processes, etc.);
   - **3.3.** Undertake basic literature review and documentation (e.g. summarizing documents, internet research, developing annotated bibliographies, developing basic content for NBI website, etc.) as required;
   - **3.4.** Facilitate NBI interactions with national-level institutions (e.g. Universities and research communities as well as NGOs and private entities) and other partners;
3.5. Produce a tangible output at the end of the internship that can be useful to NBI. This output will be agreed at the beginning of the internship and refined with mutual consent as necessary;

4. **Expected Benefits to Young Professional (Intern):** NBI internship opportunity is expected to be beneficial to the interns by providing them an exposure to working in a regional institution, develop a regional perspective for their work, learn new skills, tools, techniques, and methodologies, interact with other regional and international staff/consultants/interns, and contribute to the work of NBI in fostering and improve cooperation on water resources development and management within the Nile Basin; including work on information/analysis, institutional capacity-building, and investment facilitation.

5. **Qualifications: A Young Professional (Intern) is expected to meet the following criteria:**
   5.1. A citizen of NBI countries.
   5.2. A graduate in relevant fields with high academic standing, a first degree graduate-level student or a graduate with Master’s or a PhD degree with excellent academic merits, from reputed Universities.
   5.3. Knowledge of some of the following: Geographic Information Systems, remote sensing, database management, hydrology, water resources management, water systems modeling, watershed management, water quality management, groundwater modeling, flood forecasting and management, economics, social development, technical editing and communication, interactive tool (apps) development, web portal development, innovative use of social media, planning and organizational development, facilitating multi stakeholder processes, etc.
   5.4. Fluent in written and oral communication in English. Potential capability to write clear reports with good use of illustrative graphics. Good presentation skills. Fluency in French with working level understanding of English language will also be acceptable.
   5.5. Have the ability to work well in multi-cultural teams and to work under tight deadlines.
   5.6. Have excellent experience in using computers, internet, and MS office software.

6. **Selection:** Will be based on a Call for Young Professionals (Interns) with proactive communication to key regional Universities and other institutions to source/nominate qualified young professionals in specific areas of need (e.g. Geographic Information Systems, Modeling, Water Resources Management, communication, multi-stakeholder processes, social media, etc.). In all cases, the Nile Secretariat will evaluate the applications inclusively based on their own merits. This call will be to recruit interns in batches (e.g. about 2-5 or as required in each batch) and will request the CVs of potential interns and a concept note describing how his/her proposed research or development work will benefit NBI Programme objectives. The intern shall identify individual tasks and activities and data/tools needed. As far as possible Nile Secretariat will endeavor to ensure country representation. The available slots shall be allocated equally among the Nile Basin Initiative member countries.
7. **Term of engagement:** The purpose of recruitment of Young Professionals is not to eventually provide permanent positions (employment) in NBI. The term of a Young Professional (Intern) shall be a maximum of three months. This is to give chance to other Young Professionals who will be applying to get experience. This is also to enable NBI to spread its activities among a large number of professionals. The minimum period of the internship shall be one month. An Intern who performed well in his/her initial assignment or an Intern who is required to complete an assignment given to him/her can be given extension of agreement up to a maximum of three months. No further extension is allowed. Interns that have been part of the NBI internship program earlier can be considered for future need-based calls for Internship if they re-apply and be selected based on the pre-defined evaluation criteria. In all cases, the duration of internship will be for a maximum cumulative engagement time of six months.

8. **Salary & benefits:** NBI shall compensate the Young Professional (Intern) as follows;
   8.1. A Basic Internship payment of USD 1,000 - 1,500 per month, depending on the personal experience and academic advantages. The Nile Secretariat will review this range of payment regularly and update the level of payment in view of cost of living and availability of funds;
   8.2. Transport to and from NBI in Entebbe – Return economy class ticket from and to their base in the NBI countries. For Young Professionals (Interns) coming from Host Country (Uganda), bus ticket from and to their base city will be provided. No tickets are given for the intern’s personal trips to base (home country) or within Uganda or any other destination during the term of their engagement with Nile Secretariat;
   8.3. Interns are responsible to arrange their own insurance;
   8.4. Interns are responsible to rent their living accommodations;
   8.5. Interns are responsible for their taxes; NBI will pay the total amount due to them at the end of every month in arrears;

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**Procedures for the Recruitment of Young Professionals (Interns)**

9. **Recruitment Committee:** The Executive Director shall form a committee of four persons to evaluate the applications, give exams, if necessary, and interview the candidates and recommend approval by the ED. The composition of the Committee shall be:
   9.1. The Relevant Unit Head – Chair Person;
   9.2. Any other delegate by the ED – Member;
   9.3. Head of Finance and Administration – Member;
   9.4. Procurement Officer – Member & Secretary;

10. **Approval and appointment:** Once the Executive Director approves the recruitment of the Young Professional (Intern), the Administration Officer shall write a letter of appointment as per the attached format.
11. **Contract**: The Young Professional (Intern) shall co-sign a letter of appointment for a maximum period of three months. The contract can be terminated at any time based on (i) unsatisfactory performance (with an official notification of such performance two weeks in advance of the termination), (ii) mutual consent between the Intern and NBI Management, or (iii) breach of NBI policies.

12. **NBI Support to Interns**: NBI is expected to provide Young Professionals (Interns):
   12.1. With an office space and computer with internet connectivity to work at the NBI office.
   12.2. The NBI team will provide administration support for candidates coming from abroad in identifying accommodation, work permit and other requirements.
   12.3. When the Young Professional (Intern) is required to travel outside Entebbe on business trip, NBI shall provide DSA and transport as per its policy.

This policy is effective from 1st September 2014.
ANNEX I

Format of Letter of Appointment

To: ____________,

__________.

Dear ____________,

Ref: ________________________________.

Subject: Letter of Appointment.

We are pleased to inform you that you are one of the Young Professionals (interns) selected to pursue/gain experience on ________________________________. Activities of your internship will focus on ________________, be completed within ____________ weeks/months’ period, commencing from ________________ and continued through ____________.

NBI Secretariat, Entebbe, Uganda will be your duty station and ________ will be the supervisor in charge of coordinating all activities under the internship.

NBI will facilitate and provide logistical supports related to office space, production of reports, cover economy class international/local travel expenses (one round trip), pay monthly stipend of USD ___________ (inclusive of all expenses).

We would appreciate if you could confirm your acceptance of the nomination by signing two copies of this letter of appointment and returning one copy to NBI for records.

Sincerely,

Eng. Teferra Beyene
Executive Director

I confirm my acceptance of the offer as Young professional (Intern) at NBI in Entebbe

Name________________________Signature________________________Date__________
ANNEX II  Format of Contract

