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23/8/2022

## **CALL FOR INTERNS**

### **Opportunity Description:**

EMIRTA Research, Training and Development Institute is currently seeking two Project Assistant Interns to join our professional team!

EMIRTA is an Ethiopian-based research, training and development consultancy firm established with the mission of providing high-quality, evidence-based, demand-driven, and value-focused development solutions for holistic human development around the world. EMIRTA confers state-of-the-art training, research, project management, and development consultancy services across many areas of development. The unique power of EMIRTA's business models is rooted in its ability to combine context and indigenous knowledge with the best currently available evidence from contemporary science and technology to provide the best customer experience. EMIRTA's goal is to help enable positive impact by providing exceptional and reliable services that meet or exceed expectations.

EMIRTA's Internship program is designed to identify, attract and hire the best collegiate talent that will drive creativity and innovation while enabling the organization to create a diverse and skilled talent pool. EMIRTA's Internship program provides interns with various learning and networking opportunities that enhance their skillset and build, lasting professional connections.

### **Primary Responsibilities:**

The Intern will undertake the following assignments during the period of his/her internship:

- Carry out research, analysis, and drafting of documents, and present data and information to support implementation of activities, including the preparation of reports and presentations.
- Assist staff in the review, identification and development of project and research information and participate in the overall implementation of projects.
- Participation in the collection, analysis, and review of research and evaluation data. Conduct document reviews to support projects and proposals.
- Develop data bases and spreadsheets to support project activities
- Contribute to the design and development of training modules and participate in the implementation of training activities.
- Attend and take notes at expert group meetings and workshops.
- Perform other duties, as assigned.

### **Eligibility Requirements:**



- Education: Applicants must have graduated with a university degree; or must be enrolled in a graduate school program (second university degree or equivalent, or higher) in such fields as journalism and communication, sociology, marketing, computer science/ Information Technology, statistics, public health, development, public policy, indigenous knowledge or other related fields.
- Competencies: Strong writing and oral communication skills, attention to detail, creativity, technological awareness, planning skill, ability to work independently and as a member of a team and high moral value. Proficiency with the Microsoft Office Suite and ability to use statistical software programs is a plus.

Interns in this role must provide a minimum of 20 hours of project assistance each week to EMIRTA and will be provided with a pocket money.

### **Work Experience:**

No working experience is required to apply for the internship program.

### **Assessment:**

Potential candidates will be contacted by the hiring manager directly for further consideration.

### **Special Notice:**

Besides the mandatory personal history profile (CV), your application must include: education background/ graduate degree program; list of IT skills and programs that you are proficient in; list of your top three areas of interest; explanation of why you are the best candidate for this specific internship; and explanation of your interest in the EMIRTA internship program. In your online Personal History Profile, be sure to include all past work and/or voluntary service experiences (if any), and two references.

### **Application Process:**

Apply

In front of Arada Sub-city, Denver Hotel, 2<sup>nd</sup> floor office-11 in person or

Email [emirta.moa@gmail.com](mailto:emirta.moa@gmail.com)

**Deadline of application is 30<sup>th</sup> August, 2022.**



23/8/2022

## **CALL FOR TUTORS**

*EMIRTA Research, Training and Development Institute invites applications from professionals to offer tutoring services.*

EMIRTA is working on building a competent and disciplined youth generation by aiding to the quality of education and engaging practicing professionals. Alongside the tutors currently providing their elevated services, EMIRTA would also like to engage with a fresh poll of competent tutors. The opportunity provides young professionals, university graduates, and graduate students with increased capabilities in educational-development and social-development skills.

### **Eligibility Requirements:**

- Anyone with University Degree can submit their application. Previous experience in tutoring or teaching service and/or community development roles is a plus.
- Applicants must have high moral values and discipline with a high sense of building a competent and ethical community. This should also be backed with a competitive academic and professional knowledge.
- Your application must include: A complete Personal History Profile (Curriculum Vitae); detailed educational background; publication and teaching experience, with particular focus on online lecture delivery; list of IT and other skills and programs that you are proficient in; statement of interest from candidate expressing their willingness to serve as Tutor and how they plan to complete their respective duties; list of your core personal values, and explanation of why you are the best candidate for this specific tutoring service. In your Personal History Profile (CV), be sure to include all past work and/or voluntary service experiences, and three references.
- Remuneration: Tutors will be remunerated as per EMIRTA's standard.

### **Assessment:**

- Potential candidates will be contacted by the hiring manager directly for further consideration.

### **Application Process:**

**Applicants must send their applications and CVs to Apply**

In front of Arada Sub-city, Denver Hotel, 2<sup>nd</sup> floor office-11 in person or

Email [emirta.moa@gmail.com](mailto:emirta.moa@gmail.com)

- **Deadline of application is 22<sup>nd</sup> September, 2022.**