



# Uganda Operations Internship

**Position:** Operations Intern

**Locations:** Kampala, Uganda

**Position Type:** Part Time

**Timeline:** September 2014-March 2014 (preferred longer)

## Global Health Corps

The extreme disparity in health outcomes and access to healthcare that exists today between the world's rich and the world's poor is unjust and unsustainable. To change this unacceptable status quo will require a new generation of leaders with diverse skills and backgrounds. Emerging leaders need opportunities to build their skills and build meaningful connections with other young leaders who share a vision for transformative change.

Global Health Corps is mobilizing a global community of emerging leaders to build the movement for health equity. We do this by:

- **Increasing the impact of great organizations today:** Fellows work with high-impact organizations in year-long paid positions. During their fellowship year, fellows make a significant and measurable contribution to the partner organization and the target population.
- **Training and supporting the leaders of tomorrow:** Over the course of the fellowship year, fellows participate in a wide range of activities aimed at increasing their effectiveness as practitioners and their development as leaders.
- **Building a global community of change-makers:** Fellows build a set of shared values, commitment and skills that they carry well beyond the fellowship year. The GHC community and alumni program serve as a source of opportunity and strength throughout fellows' lives and careers.

Fellows work in teams of 2—one international fellow, one in-country fellow—in a wide range of areas to support our partners in improving healthcare access and health outcomes for the poor. Fellows have built financial management systems for grassroots HIV organizations in Uganda, counseled homeless teenagers in New Jersey, supported district pharmacies in Rwanda in rolling out new supply chain management tools, and conducted policy research in Washington DC.

## The Candidate

Global Health Corps is seeking a well-organized, hard-working Operations Intern to support our work in Uganda. The ideal candidate will thrive in an informal, fast-paced, start-up environment and will be excited to support, strengthen and expand the Uganda programming and operations. The ideal candidate will:

- ❖ Be an innovator – able to design systems and think outside the box

- ❖ Enjoy solving problems
- ❖ Be a self-starter
- ❖ Enjoy working collaboratively in a team
- ❖ Demonstrate excellent attention to detail

## The Work

The Operations Intern will report to the East Africa Regional Director. Because the team is small and innovative thinking is valued, there will be many opportunities to grow and experiment. The role includes supporting the East Africa Director in a range of operations activities. This is the perfect role for someone who wants to understand how a small nonprofit operates and is excited to dive in and gain experience managing operations. Specific responsibilities include:

- ❖ Completing monthly financial expense reports
- ❖ Ensuring expenses have all the necessary supporting documentation
- ❖ Organizing and scanning monthly expense receipts and keeping them in appropriate folders
- ❖ Starting and maintaining an asset register
- ❖ Preparing PAYE payment receipts, making sure they are made before the end of the month, and completing PAYE returns
- ❖ Supporting the East Africa Director in completing income tax returns and submitting documents on time to the URA
- ❖ Assisting with other duties assigned by the East Africa Director

## Skills/Experience

- ❖ Great organizational skills and top-notch attention to details.
- ❖ Experience working in cross-cultural communities.
- ❖ Ability to communicate and interact professionally with a variety of stakeholders, both in person and written.
- ❖ Skilled in using Excel.
- ❖ Tech savviness and interest in new technologies; ability to use Google tools and other online platforms to streamline work.
- ❖ Passion for global health, social justice and service programs.
- ❖ Previous experience in nonprofit settings a plus.

## How to Apply

To apply, please send a resume and cover letter to [apply@ghcorps.org](mailto:apply@ghcorps.org). Please indicate “Uganda Operations Intern” in the email subject. Feel free to submit any other writing or work sample that will help us get to know you better.

Thank you for applying!

The GHC Team