



### **INTERNSHIP OPPORTUNITY**

The Network for Women's Rights in Ghana (NETRIGHT), a reputable national women's rights and economic justice advocacy network invites applications from qualified, motivated, and young professionals for internship positions at its Secretariat in Accra.

These positions are designed for individuals who already possess relevant practical experience and are seeking to deepen their professional engagement within a feminist, policy-oriented, and movement-building organization. The internships provide an opportunity to contribute meaningfully to ongoing programmes while positioning successful candidates for potential longer-term engagement with the organization, subject to performance and availability of resources.

#### **Roles:**

- Monitoring, Evaluation and Learning (MEL) Intern
- General Administration Intern

<b>MONITORING, EVALUATION AND LEARNING (MEL) INTERN</b>	
<b>GENERAL DESCRIPTION</b>	<p>The Monitoring, Evaluation and Learning (MEL) Intern will play a supportive but strategic role in strengthening NETRIGHT's results-based programming and learning culture. Working closely with the Programme Team, the intern will contribute to tracking progress across NETRIGHT's various programmes.</p> <p>This role is ideal for a candidate who is interested in contributing to how women's rights organizations measure impact beyond numbers, capturing qualitative change, policy influence, shifts in narratives, and movement strengthening outcomes. The intern will work to develop indicators, design data collection tools, support participatory evaluation processes, and translating findings into learning for program improvement and donor reporting.</p> <p>This role requires a candidate with prior experience supporting MEL processes within civil society, development, research, or advocacy organizations. The successful candidate will not only provide technical support but will contribute to improving internal systems and strengthening documentation of impact.</p>
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Support the implementation of project MEL frameworks and work plans</li><li>• Lead or support data collection, entry, validation, and analysis</li></ul>

	<ul style="list-style-type: none"> <li>• Develop and refine data collection tools and reporting templates</li> <li>• Contribute to donor and narrative report writing</li> <li>• Support documentation of case studies, outcome harvesting, and learning briefs</li> <li>• Assist in organizing reflection and learning sessions</li> <li>• Maintain organized databases and tracking systems</li> </ul>
<b>EDUCATIONAL QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Social Sciences, Development Studies, Statistics, Public Policy, Gender Studies, or related field</li> <li>• Master’s degree is an advantage</li> <li>• At least 1–2 years of relevant experience in monitoring and evaluation, research, or programme support.</li> </ul>
<b>KEY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Strong interest in gender equality and women’s rights work.</li> <li>• Demonstrated understanding of results-based management and indicator development</li> <li>• Experience with data tools (Excel required; KoboCollect, SPSS, Microsoft and google forms, or similar tools are an advantage)</li> <li>• Strong analytical skills with the ability to interpret both qualitative and quantitative data</li> <li>• Ability to work independently with minimal supervision</li> <li>• Strong attention to detail and organizational skills</li> <li>• Commitment to NETRIGHT’s values of inclusion, equality, and social justice.</li> </ul>
<b>GENERAL ADMINISTRATION INTERN</b>	
<b>GENERAL DESCRIPTION</b>	<p>The Intern will provide administrative support to ensure the efficient functioning of the NETRIGHT Secretariat. This role is suited for an individual with prior administrative or operations experience who can contribute to strengthening systems and coordination processes.</p> <p>The position requires someone who is organized, responsive, and able to manage multiple tasks while supporting programme implementation, logistics coordination, documentation, and internal systems improvement.</p>
<b>RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Provide administrative and clerical support</li> <li>• Assist in organizing meetings, workshops, and events</li> <li>• Assist with correspondence and follow-ups</li> <li>• Support procurement processes and vendor coordination</li> <li>• Maintain organized physical and digital filing systems</li> <li>• Maintain office supplies and inventory records</li> <li>• Draft correspondence and take minutes during meetings</li> <li>• Track office inventory and support asset management</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide coordination support to the Programme and Finance teams</li> </ul>
<b>EDUCATIONAL QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Business Administration, Public Administration, Social Sciences, or related field</li> <li>• At least 1–2 years of relevant administrative or operations experience</li> </ul>
<b>KEY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to manage logistics for meetings or events</li> <li>• Strong organizational and multitasking skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)</li> <li>• Ability to maintain confidentiality and professionalism</li> <li>• Strong initiative and problem-solving skills</li> <li>• Interest in working within a women’s rights or civil society organization</li> <li>• Ability to work independently with minimal supervision</li> </ul>
<b>WHAT WE OFFER</b>	
<ul style="list-style-type: none"> <li>• Hands-on experience within a national women’s rights network</li> <li>• Exposure to policy advocacy, feminist movement-building, and governance processes</li> <li>• Opportunity for consideration for future employment based on performance and organizational needs</li> </ul>	
<b>DURATION</b>	6 months (with possibility of extension based on performance and organizational needs)
<b>STIPEND</b>	A competitive stipend will be provided
<b>HOW TO APPLY</b>	<p>Interested applicants must send</p> <ul style="list-style-type: none"> <li>• A cover letter (maximum 1 page) clearly indicating the position applied for and outlining relevant experience</li> <li>• Curriculum Vitae (maximum 3 pages)</li> <li>• Contact details of two referees</li> </ul> <p>Subject line: <b>Application – MEL Intern OR Application – Administration Intern</b></p> <p>Send applications to: <a href="mailto:info@netrightghana.org">info@netrightghana.org</a></p> <p><b>Deadline for submission of application 16th March 2026. Please note that only shortlisted applicants will be contacted</b></p>
<b>SAFEGUARDING</b>	
NETRIGHT operates a zero-tolerance policy on sexual harassment, exploitation, and abuse and is committed to safeguarding all staff, partners, and community members.	
NETRIGHT is an equal opportunity employer and strongly encourages applications from women, young feminists, and persons from marginalised communities.	