



CRS INTERNSHIP PROGRAM

The CRS Internship Program is entered into with the recognition that CRS can play a key role in helping young Nigerian Catholic graduates who are interested in pursuing a career in development gain the necessary professional skills, knowledge and competencies, thereby contributing to the pool of Catholics equipped to support the social mission of the Church in Nigeria.

The Internship Program will be offered according to CRS organizational needs and is only applicable to internships in CRS' Nigeria Country Program. The program will not guarantee automatic employment for participants with CRS. Applicants will need to meet and compete against selection criteria based on merit for all vacancies.

Purpose: The main aim of the CRS Internship Program is to enable CRS to achieve its organizational business objectives while at the same time providing an opportunity to recent Catholic graduates to gain work experience. This program will ensure mutual benefit for the Intern, CRS and the Catholic Church in Nigeria.

Eligibility: The CRS Internship Program shall only consider Catholic final year or recent graduates (preferable range is 0 to 3 years from graduation) from local universities, polytechnics and reputable tertiary institutions.

1. DEFINITIONS

- An internship provides real world experience to young professionals looking to explore or gain the relevant knowledge and skills required to enter a particular career field. Besides gaining valuable experience, interns are exposed to the business environment and gain valuable references and network contacts.
- Internships can take place during the academic year or over the summer and may be paid or unpaid. Successful completion of the internship does not offer the guarantee of regular employment with CRS but may in appropriate circumstances increase the applicant's chances.
- Internships are relatively short term in nature with the primary focus on getting on the job training and taking what's learned in the program and applying it to the real world.
- Interns are final year students or recent graduates from local universities, polytechnics as well as reputable tertiary colleges who want to build a career in development work and gain the necessary professional skills, knowledge and competencies.
- Internship Coordinator refers to a supervisor who will directly monitor and direct the internship program for any intern working in their unit. Mentoring, coaching and support will be important aspects of the job, in addition to supervision.
- Interns are not guaranteed a job at the end of the internship period. Where vacancies exist interns that have completed their Internships are free to apply and will be considered to be external candidates for each job and not internal candidates.



- Interns' training must primarily benefit them. The internship supervisor will provide mentorship throughout the internship period.

2. POTENTIAL INTERN ROLES

Potential intern roles include but are not limited to:

- Support to a technical programming sector, including:
 - Water Sanitation and Hygiene (WASH)
 - Food Security
 - Health
 - Nutrition
 - Agriculture and livelihoods
 - Social cohesion and psychosocial support
- Support to a cross-cutting programmatic theme:
 - Partnerships
 - Community engagement
 - Protection and accountability to beneficiaries
 - Gender mainstreaming
 - Monitoring, evaluation, accountability, and learning
 - ICT4D technology
- Operations support including:
 - Administration
 - Logistics
 - Procurement
 - Human Resources

Each department will develop key guidelines and Scope of Work (SOW) for each intern so that the maximum possible learning is delivered to the interns and they can contribute to organizational outputs.

3. LEARNING OPPORTUNITIES

Besides on the job training and experience, Interns will be exposed to and, whenever possible, given formal training in the humanitarian sector. Formal training opportunities may include participating in on-site staff training, one-on-one mentorship or shadowing with CRS staff, and online coursework.

4. APPLICATION

The Internship Program shall have the same or similar process used for new employees. Based on CRS need, Internship opportunities will be sent to the Bishops through the Secretary General for circulation. The internship opportunity shall specify clear eligibility criteria.



Applicants must already be resident in the location for which the intern is required. CRS will not be responsible for relocating nor accommodating interns that need to move because of the Internship Program.

5. CRS shall require interns to apply, meet internship criteria, interview and be placed appropriately. This is a critical step in assuring a good match for the internship program need. CRS shall offer limited openings for Internships. Applicants would be requested to complete the CRS Internship Application Form and submit to the HR department together with a comprehensive resume and diocesan endorsement from the Chancery. Whenever a department has a need for an Intern, the HR unit should be notified through an Intern Requisition Form. The intern request, together with the Job Description will then be shared with the Secretary General for circulation.

5. CONDUCT

1. During the Internship, the Intern shall comply with relevant CRS policies and procedures, including but not limited to security and safety regulations, Code of Conduct against Abuse and Sexual Exploitation of Beneficiaries and follow the instructions and guidelines received from the relevant CRS staff. All interns shall be required to read and sign the Security Form and CRS Code of Conduct against Abuse and Sexual Exploitation. They will also be required to take all relevant agency courses covering protection and security.
2. The Intern shall respect the impartiality, independence and neutrality of CRS and will neither seek nor accept instructions from any authority external to CRS during the Internship. The Intern shall refrain from any conduct that would adversely affect CRS and shall not engage in any activity that is incompatible with the aims, objectives and interests of CRS and its Catholic identity. The intern shall be required to sign all required forms as applicable.

6. CONFIDENTIALITY

1. The intern understands and agrees that during the Term and thereafter, whether they may receive or become aware of the other Party's confidential or otherwise sensitive information, which may include, without limitation, information such as analyses, projects, reports, technical/financial/budgetary information, proprietary concepts, internal processes, methodologies and intellectual property. The Parties agree, for the Term of this Agreement and thereafter, to keep such information confidential and further agree to not communicate, divulge, disclose or otherwise use, directly or indirectly, such information, except to the extent required for the performance of its duties hereunder.

7. DURATION

The minimum duration of an Internship shall be for three (3) months and the maximum duration shall be for six (6) months. Exceptionally, an Internship of less than three (3) months or more than six (6) months may be considered, and in such instance, a written approval by the Country Representative or designate shall be obtained.



8. SUPERVISION

An intern shall have a designated supervisor who will be responsible for providing orientation and supervision. This will be someone who will be available to the intern on a regular basis, and who possesses expertise in the area in which the intern will work.

9. WORKING HOURS

In principle, Interns shall be required to work 40 hours per week (inclusive of lunch break) in accordance with CRS working conditions. Interns may exceptionally be requested to perform extra hours and in that instance, compensation will only result in time off. Interns shall be entitled to the same public holidays as CRS staff. All other absences must be justified and authorized.

10. STIPEND & BASIC MEDICAL INSURANCE

An intern will be paid a monthly stipend of NGN100,000. When donor agreements, contracts and regulations allow for funding this arrangement, then projects should be charged the related expenses of Intern stipends. Interns shall be provided with basic medical insurance during the period of their internship. They shall not be entitled to any other benefits as applicable to regular employees of CRS.

11. TRAVEL AND PER DIEM

All travels to project sites and offices must be authorized by the intern's supervisor. If travel is authorized, CRS will cover the costs of transportation and accommodation while on work related trips. Interns will also be entitled to the prevailing per diem rate.

12. SEPARATION

The Internship with CRS is based on mutual consent, both the intern and CRS has the right to terminate the Internship Program with or without cause at any time giving a one-week notice where required. Notice shall be given in writing stating the relevant reasons. The recommending Diocese will also be notified of the notice.

Upon successful completion of the Internship Program, CRS shall issue a Certificate of Completion after the Intern has submitted a detailed report to their internship coordinator, Human Resources Unit and completed all exit formalities. This detailed report will also be submitted to the recommending Diocese. HR shall retain a copy of the certificate in file for future reference.

13. EXIT INTERVIEWS

An exit interview with interns shall be held to gain their perspective on the program. Interns are requested to provide feedback that will provide valuable input helpful in improvement for the program. Exit interviews will be conducted by the HR unit and the Internship Supervisor.



14. TERMINATION CHECKLIST

A termination checklist will be completed by the supervisor (with assistance from Finance and Administration departments). Final stipend will not be given until all sections are completed satisfactorily.

This Internship Program will commence with immediate effect. All current CRS interns will close out their internships as agreed. All new internship agreements from date of signature of this MOU will be guided by the above articles.