



AFRICAN FORUM AND NETWORK  
ON DEBT AND DEVELOPMENT

## Internship Job Description Executive Director's Office

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**Position:** Intern, Executive Director's Office

**Reports to:** Executive Director

### Role Overview

The Policy & Advocacy Intern will assist the Executive Director's Office in implementing AFRODAD's policy and advocacy initiatives. The role will involve supporting the formulation of advocacy strategies and contributing to the implementation of policies that address debt management and related socio-economic issues in Africa. The intern will also work on research and stakeholder engagement to drive AFRODAD's advocacy objectives.

### Key Responsibilities

- Support the formulation and implementation of policy and advocacy strategies in line with AFRODAD's goals.
- Assist in tracking and analyzing policy developments, including legislation and regulatory frameworks, in the context of debt management.
- Conduct research on key debt-related issues, including their impact on African countries.
- Assist in drafting policy briefs, position papers, and advocacy materials for internal and external dissemination.
- Support the coordination and implementation of advocacy campaigns targeting stakeholders such as governments, regional bodies, and civil society organizations.
- Provide logistical and administrative support for policy dialogues, consultations, and other advocacy-related events.
- Assist in building and maintaining relationships with key stakeholders, including policymakers, donors, and the media.
- Contribute to writing reports and updates for internal and external stakeholders on advocacy efforts and outcomes.
- Perform other tasks as assigned by the Executive Director or Policy & Advocacy Officer.

### Skills and Qualifications

- Bachelor's degree in political science, Public Policy, International Relations, Law, Economics or a related field.
- Strong research and analytical skills, with a keen interest in debt policy and advocacy.
- Excellent communication and writing skills, with an ability to simplify complex policy issues.
- Ability to work collaboratively in a team environment.
- Proficiency in Microsoft Office Suite, especially Word and PowerPoint.
- Experience in policy research or advocacy work is an advantage.
- A strong commitment to AFRODAD's mission and goals.

### Learning Outcomes

- Learn to analyze policies and develop advocacy strategies.
- Enhance research and critical thinking skills on policy issues.
- Develop strong writing skills for policy briefs and advocacy materials.
- Gain experience in stakeholder engagement and networking.
- Understand how to plan and execute advocacy campaigns.
- Deepen knowledge of debt policy, governance, and their impact on Africa's development.