



Internship Program

Research & Administration Intern

The Heritage Institute for Policy Studies is an independent, nonpartisan, nonprofit policy research and analysis institute based in Mogadishu, Somalia.

Vision: To advance peace, the rule of law, and a culture of learning in Somalia

Mission: To inform public policy by providing independent empirical research and analyses, and creating an enabling environment for inclusive dialogue

Title: Research & Administration Intern

Employment Type: Full-time

Duration: 3 months

Starting Date: Rolling

Location: Mogadishu, Somalia

Salary: Unpaid

Benefits: Monthly stipend to cover basic expenses

Job Description

Joining our small but dynamic team in Mogadishu, the Intern will support the daily work of the research and administration team by collecting data and background materials for HIPS researchers. The Intern will also assist the Programme Manager with event management and logistics.

The position is open to highly motivated, well organized, and efficient young professionals and recent graduates looking to gain hands-on research, writing, and advocacy experience in Somalia.

Specifically, the post involves:

Research

- Assist HIPS directors and senior researchers with data collection and analysis
- Prepare background briefings on public policy issues in Somalia
- Prepare regular news summaries on Somalia and the wider Horn of Africa

Administration

- Assist with management of regular forums and events
- Manage HIPS social media accounts
- Provide general administrative support to the Finance & Administration Officer
- Prepare agendas for and take minutes during staff meetings

Requirements

- Minimum of an undergraduate degree, preferably in political science, international relations, conflict studies, or a related field
- Working knowledge of Somali politics, history, and culture
- Strong administrative and organizational skills
- Strong oral and written communication skills
- Strong research and analysis skills
- Fluency in English and Somali languages (knowledge of Arabic is an asset)
- Functional computer skills

How to Apply

An application form is available to download via the HIPS website. Please send a completed application form along with all required supplementary materials (see application form) in PDF format to **info@heritageinstitute.org** with "HIPS Internship Application" as the email subject line.

Due to the large number of applications received, only candidates selected for an interview will be contacted.