

DevLearn Young Professionals Internship Program

Duration: 6 months (August 2022 – January 2023)

Location: Remote

Introduction

DevLearn is a consulting firm specialising in international development monitoring, evaluation, implementation and communications. Our work focuses on sustainable economic growth through agriculture, urbanisation, and industrialisation. We are particularly interested in solutions derived from systems thinking and how economic growth can be inclusive of women and the environment. We are based in the UK and Bangladesh, but work all over the world. For more about our company, see www.devlearn.co.uk.

We're seeking to grow our team and build young professionals' capacity to enter the international development consultancy sector. Our Young Professionals Programs targets university students or recent graduates with some experience in a relevant sector (skills training, private sector support, access to employment, value chain development, etc).

Why work with us?

Achieving sustainable, equitable economic growth is one of the biggest global challenges. DevLearn works with fantastic organisations seeking to achieve this all over the world; from skills training in Mozambique, to waste management in Ethiopia, to agricultural development in Nepal. We offer advice, support, and evaluation to ensure that these organisations work as effectively as possible.

We work with networks of experienced consultants around the world. As our business grows, we are looking to hire a young professional who has some experience and demonstrated interest in private sector development or inclusive economic growth.

This will be a varied and exciting work, across multiple projects, countries, and technical areas. Working for a small organisation means the young professional will be given a variety of tasks and will play an important role in the growth and development of DevLearn. Our company is run fully remotely, with staff from and living in Bangladesh, Canada, DRC, France, Indonesia, South Africa, Syria, Turkey, and the UK.

We offer a positive learning environment, providing hands-on tasks combined with strong supervision and training opportunities. During the 6 months of the program, the young professional will support the team on projects and online training. They will be supported to strengthen their skills, enabling them to build their profile in the international development consultancy sector.

Tasks and responsibilities

The young professional will be assigned to specific projects for which they will conduct consultancy work. They will also support with online training, project management, and business development.

Tasks will include:

- **Consultancy work, online training, and others (70%).** Tasks will vary according to the consultancy role, and the profile of the person selected. However, they will typically include:
 - Improving the design, appearance, and communications of our consultancy outputs.



- Conducting desk research/literature reviews
 - Developing data collection tools
 - Conducting (online) interviews
 - Data analysis
 - Report writing
 - Preparing for and facilitating webinars
 - Supporting the management of our online training courses
- **Project management (20%).** Supporting our consultants to conduct their work. This might include:
 - Supporting logistics
 - Reviewing reports and providing feedback.
 - **Business development (10%).** The young professional will be involved in searching for new business opportunities and helping us apply for and win them. This might include:
 - Searching for new bids
 - Putting together proposals

As a small company, we are open to ideas about how you can spend your time. We welcome anything which matches your interests, our company profile, and has a benefit to the wider development sector. For example:

- Develop online training products
- Developing our website
- Writing blogs and articles
- Conducting research into areas of joint interest

Requirements

We are looking for someone who is flexible, enthusiastic, and practical. They must have a background in international development, based on practical as well as academic experience.

We are particularly keen to attract someone with an interest and ability in design and communications, to help us improve our learning and communications outputs.

- **Required:**
 - A degree in a related field, such as international development, economics, or business studies.
 - Excellent written and spoken English.
 - Excellent analytical and writing skills with an ability to summarize large amounts of information in a structured and clear manner.
 - Between one and three years' relevant experience (which could be from a job, consultancy, internship, academic research, or volunteering) in development programmes, relevant to DevLearn's area of focus. This could include private sector development, livelihoods, agriculture, economic growth, market systems development, or women's economic empowerment.
 - Strong visual design and written communication skills.
 - Willingness to work from home.
 - Comfortable with independent, flexible working, with the ability to be very proactive and work with minimal supervision.

- Access to own computer and good quality internet connection, as well as strong computer skills (Microsoft Office, Zoom, online collaboration platforms such as Google Drive, Dropbox, Mural, Jamboard, etc).
- Desired:
 - Practical experience living and working in a developing country.
 - A Master's degree, though this will not be necessary for those with other experiences to bring to the role.
 - Practical skills of relevance to DevLearn's area of expertise. This could include:
 - Research skills
 - Statistical skills
 - Business and management experience
 - Proposal writing
 - Website management and design skills
 - A second language.

We are committed to equal opportunities and creating an inclusive environment for all our employees. We welcome applicants regardless of ethnic origin, national origin, gender, race, colour, religious beliefs, disability, sexual orientation or age.

Working conditions

This role is full-time for a fixed period of 6 months, starting as soon as mutually agreed. We welcome applicants from anywhere in the world, and the position will be entirely remote.

The young professional will be paid a stipend of 700 GBP per month, or the legal minimum according to local laws, whichever is higher. They will be employed on a consultancy contract. Please note that as a consultant, all taxes and benefits (insurance, pension, etc.) will not be covered by DevLearn. The consultant is responsible for these payments as stipulated in our contracts.

The work will be from home. The job is not expected to require any international travel for the time being.

How to apply

Please send a copy of your CV, a one-page cover letter and a sample that shows your communications skills to rahaf@devlearn.co.uk. The sample can include a powerpoint slide, report, or infographic – anything you have written and designed yourself, that highlights your abilities. The shorter the better.

Applications will be screened on an ongoing basis so please apply as soon as possible. If you have any questions, please get in touch directly. Please apply before 15th July 2022.

