



"Seek-in"
**Center for Impact Innovation and
Capacity building for –
Health Information and Nutrition**

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INTERNSHIP POLICY FOR CIIC – HIN ORGANIZATION

1. INTERNSHIP POLICY AND PROCEDURE

1. 1. VISION

1.1.1 CIIC – HIN (The Centre for Impact, Innovation and Capacity building for Health Information Systems and Nutrition) is a local based organization operating as a company limited by shares and guaranty / NGO motivated by a passion to develop and improve evidence-based decision making in healthcare provision and educational professionals with relevant research skills, while implementing robust research with and for our partners.

1.2 DEFINITION OF INTERNSHIP

1.2.1 Commitment to provide short-term supervised work experience usually related to a student's / undergraduate's specific field of study or career aspirations.

1.2.2 The programme aims at combining practical work experience with a structured learning experience through specific briefs in order to achieving identified objectives of the CIIC – HIN educational target and preparing young students / undergraduate at positioning themselves into the work market.

1.3 KEY OBJECTIVES

1.3.1 Promote the health system by equipping young students / undergraduates with necessary skills in improving the well - being of the community, source of a healthy society.

1.3.2 Promote a wider and better public, national and global understanding of the challenges confronting the health system in order to be involved in the findings of solutions.

1.3.3 Create an opportunity for professional development for students and recent graduates of the region and to empower young people to gain experience and prepare themselves for the labour market.

1.3.4 Provide Interns with the opportunity to participate in areas of health especially in terms of prevention activities in order to gain work experience.

2. POLICY

2.1 Purpose

2.1.1 The purpose of the policy is to enhance the existing framework to continue to guide and give direction to the management of all Internship placements within the CIIC-HIN organization.

2.2 Scope of application

2.2.1 This policy is applicable to all Interns in the Organization. The Internship Programme should not be confused with other forms of short-term attachments to the Organization, e.g. secondments and recruitment to temporary positions The Internship Programme is also separate to the Organization's Young Professional Programme which has different Terms and Conditions.

2.3 Policy Statement

2.3.1 Through this policy, the Organization will be committed to providing Interns with a quality experience that involves meaningful activities and the opportunity to learn and gain practical work experience in their chosen field of study and work. Interns will be provided with a clearly defined framework of participation and learning, and will be supervised by a suitable division staff member, who will monitor progress to ensure effective contribution and resolve any concerns of the Intern.

2.4 Eligibility criteria

2.4.1 Under the Internship Programme, applicants will be considered based on the criteria below:

(a) Be citizens of a Rwanda or any other country that belongs to a same regional organ with Rwanda; e.g. EAC, OIF, Common Wealth Organization...etc.

(b) Be between the ages of 25 and 35 years of age;

(c) Be enrolled in a university, or equivalent tertiary institution, or be a university graduate;

(d) Have the right to reside and work in Rwanda for the full duration of the Internship. The Organization will not assist in applying for visas or altering the visa status of applications but will provide, where necessary, documentary evidence required for students under Rwanda immigration rules.

2.4.2 Students enrolled on first degree programmes should have completed two years of full-time study. Students pursuing post-graduate studies should be in the process of completing their degrees and wish to gain experience awithin the organization in the field in which they are enrolled.

2.4.3 Priority may be given to local Interns who fulfil the conditions before selecting those coming from abroad.

2.5 Application Procedure

2.5.1 All Organization Internship Placements will be advertised on the website by the Administration Division.

2.5.2 All enquiries from prospective Interns should be advised to visit the Organization websites where Internship opportunities will be posted.

2.5.3 Applicants must complete the online application form and, if required provide a letter from the sponsoring institution (University or College. This letter must be on the institution's official letterhead, signed by the authority of the department division.

2.5.4 Applications will only be considered for advertised Internship programmes.

2.5.5 Prospective Interns submitting applications must state clearly and precisely on the application the specific internship for which they are applying, the skills and experience they expect to gain or develop during the period of Internship and the contributions they will make to the work of the Organization.

2.5.6 Only shortlisted candidates will be contacted via their respective contact number or emails.

2.5.7 An Internship selection panel modelled on the competency based interview selection panel will be formed to shortlist and select suitable Interns. The panel would consist of the line manager and other employees from CIIC – HIN or an independent consultant could be on board to support.

2.5.8 On exceptional basis, the Managing Director may approve Internships that are not in accordance with this policy or procedures.

2.6 Internship conditions

2.6.1 Each Division will be restricted to a maximum of two Interns per year to enable efficient and effective management of the programme.

2.6.2 Internships will be for a period of not less than one month but not more than six months. The working hours would be as advertised although it is anticipated that Interns would be available for a minimum period of 4 days per week. Interns may work for more or less than this minimum period, subject to the agreement of the line manager.

2.6.3 Interns may begin their Internships only after they have agreed to the terms of reference and terms and conditions of the Internship Programme. An Internship agreement will be issued by the Administration Division on or before their commencement date.

2.6.4 An Intern can apply for a temporary or permanent position at the Organization during the internship and following the end of their internship. Line managers would be able to recruit a replacement for the remainder of the unserved internship period.

2.6.5 An Intern is not eligible to enter into a consultancy with the Organization during the period of Internship.

2.7 Benefits

2.7.1 Interns will be offered an honorarium depending on time spent in the Organization with the reference below:

- Less than one (1) month there is no honorarium
- A completed one (1) month an honorarium of fifty thousand Rwanda francs (50,000 FRW)
- From two (2) to three (3) months an honorarium of one hundred thousand Rwandan francs (100,000 FRW)
- From four (4) to six (6) months an honorarium of one hundred fifty thousand Rwandan francs (150,000 FRW)

2.7.2 During the period of internship, full-time Interns will be allowed rest periods of one day a month (in addition to Saturdays, Sundays, Public holidays).

2.8 Obligations of the Intern

2.8.1 The Intern will demonstrate willingness to participate fully and actively in the learning experience by planning their program of work with their manager.

2.8.2 The Intern will participate in the introduction and orientation program of the Organization.

2.8.3 An Intern is required to conduct themselves at all times in a manner that will not be detrimental to the image and standing of the Organization.

2.8.4 The Organization reserves the right to terminate an internship without notice if the required standards of behaviour and code of conduct are not met.

2.8.5 An Intern is required to keep confidential all information including unpublished information made known to him/her during the period of Internship and must sign a confidentiality agreement prior to commencing work.

2.8.6 At the end of every month, with the assistance of his/her line manager, the Intern will complete an evaluation and a report on his/her assignment which would feed into the final Internship evaluation report.

2.8.7 An Intern is required to discuss his/her progress regularly with his/her line manager.

2.9 Obligations of the Organization

2.9.1 The Organization will provide the Intern with a conducive working environment and working space.

2.9.2 The Organization will pay the Intern monthly for the duration of the Internship.

2.9.3 The Division/Unit will review progress on performance and learning regularly, record such meeting and feed findings into the final Internship evaluation report. The Intern's line manager will forward the completed form to the Human Resources department.

3. Evaluation

3.1 Upon termination of a six months internship an evaluation shall apply and results shall define the next step.

3.2 An internee who shall pass this period with a distinction on basis of performance, attitude, capacity to work under stress may be retained for an additional six months under which he / she will work under an apprenticeship contract.

3.3 For this period of apprenticeship an honorarium of Rwandan francs two hundred fifty thousand (250,000 FRW) to three hundred thousand (300,000 FRW) depending on performance shall be awarded on a monthly basis.

3.4 For an internee who shall not have the chance to go through this apprenticeship shall be awarded with a certificate indicating the time spent within the organization and an evaluation form report.

4. Additional Provision

4.1 For any matter not detailed in this policy, the Rwandan laws and regulations with regard to labour shall apply.

4.2 In the event of conflict of provisions between the laws and this policy, the laws shall prevail.

For the Management

MUTABAZI Mukundente Grace
Head of Administration and Human Resource

