



IYIP INTERNSHIP 2024-2029

Documentation Advisor in Cameroon

Internship location: Yaoundé, Cameroon

Host organization: Protect QV

PROTEGE QV (PROmotion des TEchnologies Garantes de l'Environnement et de la Qualité de Vie) is a Cameroonian association founded in 1995. The organization's mission is to promote individual and collective initiatives aimed at protecting the environment and improving the quality of life of Cameroonian families. The main programs underway at PROTEGE QV are: Local Leadership; Environmental Protection; Information and Communication Technologies for Development (ICT4D). Its action strategies are as follows:

- Information and training to strengthen the capacities of development actors;
- Research and development in the field of technology;
- Conducting studies and/or consultations on subjects within its skills;
- Promoting the appropriation of ICTs at grassroots level to achieve sustainable development goals.

Position Title: Documentation Advisor in Cameroon

IMPORTANT - Language requirements: good knowledge of spoken and written French required.

Mandate:

The intern will be responsible for organizing and promoting the library. To this end, he or she will:

- Assess the existing library;
- Propose a coding system for library documents;
- Organize the library's operations, in particular using free digital tools;

- Propose related procedures;
- Propose tools for monitoring the library, in particular using free digital tools;
- Propose approaches for promoting the library and ways of making it profitable;
- Implement one of the activities to promote the library;
- Strengthen the capacity of staff or volunteers to promote the library;
- Organize and lead interim and final meetings to validate their work;
- Regularly prepare content for communicating activities on social media.

Outputs:

- Library assessment;
- Library document coding system;
- Library monitoring tools;
- Presentation note on feasible scenarios for improving library profitability and associated implementation plan;
- Capacity-building materials;
- Activity implementation report;

Additional benefits provided by the internship location:

A sightseeing tour of western Cameroon or the coastline, if the intern wishes.

During the 3-month internship abroad, the trainee will benefit from adequate accommodation and a safe and secure workplace in Yaoundé.

Required skills:

- Experience in documentation management and library organization
- Ability to facilitate group work
- Experience working with non-profit organizations (would be an asset)
- Proficiency in word processing and presentation software
- Demonstrated ability to communicate in French (written and verbal), good judgment, sense of responsibility, analytical, synthesis, and decision-making skills, and leadership, autonomy, and creativity.

Training before departure and upon return from the internship

Before leaving, participants have the chance to participate in a 2-weeks (10 business days in total) professional training course (**in French and English with accommodations**) led by instructors **recognized in their field**, during which they will address diverse themes as per the following program.

On their return, each intern will attend an employment strategy workshop offered by Alternatives à Montréal, and submit a final report with a complete work plan and the results obtained. **The workshop will last 2 weeks.**

The IYIP also aims to help participants integrate the job market when they return. In this context, participation in the program includes **workshops** designed to **improve interview skills and strengthen job search tools**.

In addition, participation in the IYIP covers:

- Travel and medical insurance costs;
- Plane tickets;
- Mandatory vaccinations*;
- The cost of the visa, if necessary;
- The organization of accommodation ;
- Daily living expenses ;
- Personalized follow-up during your international stay.

Duration of international stay: 3 months

To be eligible for the International Youth Internship Program (IYIP), the candidate must:

- Be a Canadian citizen or permanent resident;
- Be facing barriers to employment by belonging to or identifying with a group of people who face discrimination such as people living with disabilities, Indigenous people, racialized youth and members of the 2SLGBTQI+ community.
- Be between the ages of 18 to 30 years old at the time of final selection (i.e. at the time of signing the contract by the intern and Alternatives);
- Have never participated in the IYIP (with some exceptions: [see our FAQ section](#))

Interested? To register, please access the form below by clicking on apply.

Only those who send their CV and covering letter (via the registration form) will be considered in the selection process.

Information: psij@alternatives.ca

[Take your chance! Apply](#)