

Programs Analyst Intern - World Toilet Organization

Position title: Programs Analyst Intern

Location: World Toilet Organization, Singapore

Duration: Minimum commitment of 3 months, preferably 6 months

Description:

Interested in development work and working for a global non-profit? Want to have a meaningful internship experience that will challenge you analytically while teaching you about the internal workings of a NGO? Want to work on a variety of projects in a small and fast-paced work environment?

The WTO is searching for a Programs Analyst Intern to work on a comprehensive impact assessment of the organization's initiatives, including its advocacy work, educational efforts, and sanitation projects. The objectives of impact evaluation are for WTO to understand how it can improve its initiatives, as well as to stay accountable to its partners, stakeholders, and the public by showing the impact it has across its range of programs. Successful impact assessments strengthen the organization's operations and attract engagement with important stakeholders and the international community.

Main Duties and Responsibilities:

- Determine what quantitative and qualitative information is needed to evaluate the impact of WTO's initiatives
- Define appropriate methods and indicators to acquire that information
- Analyze the information to assess the efficiency, effectiveness, consistency, and overall impact of WTO's work
- Develop creative and lucid ways to convey the findings to WTO staff and WTO's various audiences
- Suggest recommendations for improving WTO's processes, programs, and outreach

Requirements:

- Team player that thrives in a fast-paced and collaborative environment
- Flexibility to work on evaluating the impact of a variety of programs
- Initiative to work without much supervision
- Analytical and detail-oriented
- Excellent writing skills with demonstrated ability to convey complex quantitative and qualitative information concisely
- Excellent organizational skills
- Proficiency in Microsoft Office Suite

How to apply: Please email your CV, cover letter, and a writing sample (one that ideally highlights your analytic and writing skills) to hr@worldtoilet.org with the subject line "Programs Analyst Intern." You will be contacted about setting up a Skype interview if selected for the next round of the application process.