



JOB DESCRIPTION – INTERNSHIP AT TALOSAN DEVELOPMENT SOLUTIONS (TDS)

Location: Hargeisa, Somaliland

Duration: initially, three months, with possible extension.

Starting Date: November 2024

Talosán Development Solutions (TDS) is a leading consultancy firm comprising of experienced consultants from diverse backgrounds in the public, private and relief/development sectors. Our specialties range from designing and managing innovative projects; devising smart and efficient systems; building institutional capacities; carrying out project baseline studies, evaluations, and assessments; providing high quality comprehensive training programs and other management consulting works to our clients.

TDS is seeking an intern to oversee our office operations and contribute to portfolio growth. We are seeking a highly motivated, enthusiastic and flexible candidate to support and grow with our company. As an intern, you will gain comprehensive professional experience useful to your future career. You will have dedicated colleagues ready to guide and involve you in the various tasks of TDS.

Duties and Responsibilities

I. Business Development

- Monitoring opportunity sites to identifying potential opportunities and soliciting funding from government, INGOs/NGO, UN organizations and donors
- Set and track proposal development timelines, and ensure coordination amongst teams
- Lead in drafting applications and incorporating inputs from other team members

II. Communication

- maintain steady flow of communication between TDS and partners
- Creating communication materials for social media and websites

III. Project Management

- Develop and track workplans for secured projects
- Initiative activities implementation
- Contribute to reporting, particularly designing and organizing reports.

IV. Office Administration

- Manage TDS office – office admin functions, settle bills, track expenses/finances, maintain filing

Benefits

- Hands-on experience
- Mentorship
- Networking opportunity
- Potential future employment
- Commuter benefits

Working Hours

- TDS office hours are 08:00 am – 05:00 pm
- Intern will get flexible working hours
- 4 working days

Requirements:

1. A bachelor's degree in any relevant field: ICT, social/arts disciplines including development studies, project management, business administration, etc.
2. High level of English proficiency – in writing and speaking
3. High level of IT proficiency – particularly presentation/designing, excel and word processing
4. Genuine interest in the development/humanitarian sector, particularly consulting services
5. Strong interpersonal skills, work independently, demonstrate initiative and value teamwork.
6. Experience working with similar organizations is desirable

Contacts:

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