



REVISION OF INTERNSHIP POLICY FOR NATIONAL HUMAN RIGHTS COMMISSION

1. POLICIES AND PROCEDURES

The NHRC Internship Policy outlines eligibility criteria, tasks to be performed, orientation, processes and procedures and evaluation. Applications for internship will be considered on a quarterly basis. In any case, no more than three interns would be admitted at any given quarter. No Directorate or unit would be assigned more than two interns at once. As an equal opportunity employer, the National Human Rights Commission accepts applications for internship from people of diverse backgrounds. However, applicants who have been involved or associated with any questionable activity or issues connected to the subject matter of the NHRC's mandate would not be offered internship.

1.1 Purpose

The purpose of NHRC's internship programme is to:

- a) provide a framework by which students from diverse academic backgrounds may be assigned to NHRC, where their educational experience can be enhanced and enriched through exposure to actual and practical work;
- b) immerse them to in the real working environment of a human right institution;
- c) enhance their knowledge and understanding of NHRC's goals, principles and activities; and
- d) provide NHRC with the assistance of qualified students specialized in various fields.

1.2 Typical Tasks

Typical tasks to be performed by the interns include:

- a) conducting researches;
- b) reviewing documents and writing reports;
- c) cataloguing and systematically organizing information;
- d) assisting in the organization of conferences, forums or other collaborative events; and
- e) publishing knowledge stories/best practices.

While some routine functions may be components of internship assignments, they are intended to be learning and developmental experiences that compliment advanced studies. Providing an opportunity to make substantive contributions to an office's work is an essential expectation. They cannot be used to replace support staff or conduct strictly support functions.

1.3 Locations

Internships may be offered at any NHRC administered offices.

1.4 Eligibility

NHRC may accept interns based on the following:

- a) they are enrolled in a degree or professional programme in an accredited post-secondary institution;
- b) have completed at least two years of full-time studies at a university or equivalent institutions towards the completion of a degree or professional course;
- c) not have graduated for more than a year prior to the beginning of the internship;

Skills and competencies:

- 1) proficiency in English is imperative;
- 2) computer literate in standard software applications;
- 3) demonstrated keen interest in the work of the NHRC and have a personal commitment to NHRC's values.
- 4) demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, and to uphold and live by the core values of the NHRC;

1.5 Administration

The administration of the Internship Programme is the responsibility of the Human Resources Directorate, subject to the approval of the Executive Secretary.

1.6 Duration of Internship Assignments

Internship in the NHRC shall not exceed one year. Internship assignments are available depending on the availability of meaningful assignments as well as the needs and capacity of offices to receive and supervise interns.

1.7 Legal Status

Interns are considered gratis personnel. They are not staff members of the NHRC.

Interns may not be sought or accepted as substitutes for staff to be recruited against authorized posts. Interns may not represent NHRC in any official capacity.

1.8 Third-party claims

NHRC is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.

1.9 Interns' Expenses

An Intern may receive from NHRC a stipend of **D10,000 (Ten Thousand Dalasis)** monthly. Costs incurred by an intern in the discharge of his/her functions shall be reimbursed by the NHRC under the same rules costs are reimbursed to staff members. Costs incurred by an intern undertaking official travel at the request of NHRC in the discharge of his /her functions related to the internship activities shall be paid by the Organization on the same basis as costs incurred by staff members, including payment of DSA where applicable.

International interns not sent by an institution shall be responsible for the cost of airfare, accommodation, sustenance, and local transport while at the NHRC.

1.10 Insurance

NHRC accepts no responsibility for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship.

1.11 Working Conditions

During the internship session, interns will be provided with a workstation/desk. However, they are responsible for providing their own laptop.

1.12 Subsequent Employment

The purpose of the Internship Programme is not to lead to further employment with NHRC but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.

Should an opportunity for employment arise at the end of the internship, an Intern is expected to apply just like external applicants. Interns cannot apply for posts at the NHRC during their period of internship.

2. SELECTION AND ASSESSMENT

2.1.1 Applications

Students interested in internship at the NHRC must send the following documentation:

- b) a copy of his/her most recent resume or curriculum vitae;
- c) a letter from his/her university confirming current enrollment, academic standing and expected graduation date;
- e) a letter of endorsement from a faculty member who has directly supervised the student in the recent past and who is fully acquainted with the student's performance;
- f) a brief letter setting out the reasons why he/she is seeking an internship with NHRC and what is expected from the experience.

2.1.2 International Interns:

International interns refer to students studying at universities and institutions abroad who choose to undergo internship at the NHRC.

- a) In the case of international Interns, priority will be given to interns from institutions that have signed a Memorandum of Understanding (MOU) with the NHRC

- b) The sending institution and or the intern shall be responsible for cost of airfare, accommodation and local transport while at the NHRC
- c) The sending institution shall pay an administrative fee to the NHRC and shall not receive any allowance from the NHRC.
- d) In the case of students from participating universities of the NHRC Moot Court competition, no payment of administrative fees is expected. Instead, the intern shall receive the local allowance applicable.

2.2 Selection

The selection of interns is the responsibility of the Human Resource Directorate to be assisted by at least two other staff, one of whom shall be from the directorate or unit the intern would be assigned. Candidates for the Internship Programme must be selected on a competitive basis.

2.3 Review Criteria.

Besides meeting the minimum eligibility requirements, the main criteria for the review of candidates for selection as interns are his/her:

- a) ability to fulfill the requirements of the terms of reference;
- b) academic qualifications and experience, if any.

Assessment, Recommendation and Decision.

Normally, the Selection Team will review the applicants for internship, shortlist and interview the finalists prior to making an offer;

Once a decision is made, the Human Resources Directorate should send an offer letter to the selected candidate. The offer of an internship assignment is subject to:

- a) An NHRC “Internship Agreement” form duly signed by both the intern and NHRC;

2.5 Offer

Once a decision has been taken and the student is informed by phone, email or other means, the Human Resources Directorate should send him/her a letter (with a copy to the staff member with whom the intern will work):

- a) confirming the offer to the intern, attaching a copy of the ToR and stipulating the starting and ending dates;
- b) asking the student to provide, prior to commencing work, the following documentation:

- I. Signed NHRC Internship Agreement;
- II. Medical Certificate of Good Health

- c) providing the student with details on where and to whom, he/she will report on his/her first day.

3. ROLES AND RESPONSIBILITIES

Receiving offices and supervisors

The receiving offices and supervisors shall seek to create a working environment conducive to interns’ substantive learning and professional development. It is important to emphasize that

interns will not be allowed access to sensitive NHRC information. Supervisors of interns who do gain access to sensitive or classified information will be held responsible should the intern misuse such information.

Offices shall:

- a) prepare terms of reference describing the tasks of interns in the offices;
- b) seek to ensure that an intern's assignment(s) is related to his/her field of study, meaningful for both the office and the intern, and at the appropriate level of complexity and variety;
- c) at the end of the internship period, prepare a written evaluation of the intern's performance and organize a meeting with the intern to provide constructive feedback.

3.3 Interns

The intern shall:

- a) observe all applicable rules, regulations, instructions, procedures and directives of the NHRC;
- b) provide the receiving offices with a copy of all materials prepared by them during the internship. NHRC shall be entitled to all property rights, including, but not limited to, patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of NHRC, the interns shall assist in securing such property rights and transferring them to the NHRC in compliance with the requirements of the applicable law;
- c) respect the impartiality and independence required of NHRC and shall not seek or accept instructions regarding the services performed under the internship agreement from any external source.
- d) unless otherwise authorized by the appropriate official of the NHRC, interns shall not communicate at any time to the media or to any institution, person, government or any other external source any information which has become known to them by reason of their association with the NHRC that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with NHRC;
- e) refrain from any conduct that would adversely reflect on the NHRC or engage in any activity which is incompatible with the aims and objectives of the NHRC.

The conditions regulating the internship shall be set out in the "Internship Agreement".

3.4 Accountability

Unsatisfactory performance or failure to conform to the standards of conduct set out above may lead to termination of the internship, for cause, at the initiative of NHRC. A week notice shall be given in such cases.

Any serious breach of the duties and obligations which, in the view of the Administrator, would justify separation before the end of the notice period.

The intern will reimburse NHRC for financial loss or for damage to NHRC-owned equipment or property caused by him/her, if such loss or damage:

- a) occurred outside the performance of services with the NHRC;
- b) arose from gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies by the interns.

3.5 Supervision, Orientation, Training and Evaluation

NHRC shall endeavour to maintain the highest standards with regards to the supervision, orientation and training of interns, in order to make their time at NHRC a valuable experience.

Supervision. The Human Resources Directorate and concerned Supervisors are responsible for providing appropriate supervision and guidance. A supervisor must be identified for the period of the internship. Without regular and appropriate supervision, the internship will not only be unproductive but frustrating for both NHRC and the intern.

Orientation. Upon arrival, the Human Resources Directorate should:

- a) send the intern a letter with details on his/her orientation/briefing programme;
- b) work with the supervisor to co-ordinate the intern's orientation/briefing programme which should include:

- 1) general briefing on the NHRC Secretariat;
- 2) briefing on the conduct and responsibilities of NHRC personnel;
- 3) briefing on the project to which the intern will be assigned, its objectives, structure and inputs, with emphasis on his/her specific role and functions;
- 4) reviewing the specific learning objectives from the intern's perspective that will satisfy the requirements of the internship;
- 5) briefing on the internship programme's general procedure, administrative arrangements and on NHRC's structures and personnel.

Evaluation. Supervisors are responsible for the content of the assignment of the intern, which should be explained fully to the intern prior to the commencement of the internship. Performance discussions should be held on a systematic basis during the internship assignment. At the end of the internship, the supervisor should prepare the "Internship Evaluation" of the intern's performance and organize a meeting with him/her to provide constructive feedback.

RESOLUTION BY THE NATIONAL HUMAN RIGHTS COMMISSION

WHEREAS the National Human Rights Commission (NHRC) adopted and approved the Internship Policy in 2020.

WHEREAS the said Internship Policy is revised in 2025

NOW, THEREFORE, the Commission at its meeting held on the 11th of August 2025 agreed and passed the following resolution:

Approved the proposed amendments to the Internship Policy as herein attached.

SIGNED:

A handwritten signature in black ink, appearing to be 'Emmanuel D. Joof', written over a light purple rectangular background.

Emmanuel D. Joof
CHAIRPERSON

DATED THIS 11th AUGUST 2025