POSITION TYPE: Internship

POSITION TITLE: Program Monitoring and Evaluation Internship

DIVISION: Global Health

REPORTS TO: Director of Monitoring and Evaluation

HR (Human Resource) WILL DETERMINE FSLA STATUS: Intern

**Project HOPE** is an international NGO of more than 500 engaged employees and hundreds of volunteers who work in more than 25 countries, responding to the world’s most pressing global health challenges. Throughout our 60-year legacy, Project HOPE has treated millions of patients and provided more than $3 billion worth of medicines to local health care organizations around the world. We have helped build hundreds of health programs from the ground up and responded to humanitarian crises worldwide.

**Code of Conduct**

It is our shared responsibility and obligation to treat each other with respect, take affirmative steps to prevent matters involving Sexual Exploitation & Abuse and Trafficking in Persons, and to disclose all potential and actual violations of our Code of Conduct, which may include Conflicts of Interest, Fraud, Corruption, Discrimination or Harassment. Together we can reinforce a **culture of respect, integrity, accountability and transparency.**

**POSITION SUMMARY:**

**Program Monitoring and Evaluation Internship**

Summary of project:

The proposed project will involve analyzing project data and preparing a manuscript that could be submitted to a peer review journal. Project HOPE implements a number of projects in the developing world. These projects generate quite a bit of data. HOPE is interested in increasing publications based on our data collection. The topics for these publications will be determined later in the year and will depend on available data. However, we anticipate that publications will use data from HIV projects in Africa.

Intern’s role in the project:

- The intern will take the lead in analyzing data and preparing the manuscript. They will receive substantial support from the Director of Monitoring and Evaluation or another Technical Expert. Specific tasks will include the following:

- Analyzing data using STATA or another software with which the intern is familiar. This analysis might include multivariate analysis (depending on the subject)
· Literature review - The intern will conduct literature review and prepare the background section of the manuscript

· Preparing substantial components of the manuscript. Depending on their skills, the Technical Expert or Director of Monitoring and Evaluation will help with sections of the manuscript that the intern does not feel comfortable preparing

· Working with Director of Monitoring and Evaluation and other Project HOPE staff to select the journal.

Deliverables for the intern to complete will include:

· Clean data set

· Data analysis output file/log

· A summary of the literature- a summary of this will be included in the background section of the manuscript

· A revised publishable article. The intern will be a co-author on the article. Order of authorship will be discussed based on each person’s contribution.

Start & end date:

Exact start and end summer dates will be set in coordination with the program and student and will fall between an 8-10 week commitment at 30-35 hours per week.

Location:

Remote until our office is open and operational. Then Bethesda, MD with easy access to Washington, DC.

MINIMUM QUALIFICATIONS:

· Must be an undergraduate in Public Health
· Flexible: willingness to work with different team members and accommodate the scheduling challenges of working remotely.
· Creative: ability to think differently about how to learn from successful projects and develop strategy.
· Clear communicator: ability to ask for help and clarification when needed.
· Experience in using quantitative and qualitative software

PREFERRED QUALIFICATIONS:

· Undergraduate in Public Health with a concentration in Global Health or in a Health field
· Experience in using quantitative software specifically SAS, SPSS or STATA
· Experience in using qualitative software specifically MAXQDA, ATLAS or Nvivo
· Experience in using visualization software specifically Tableau