



Pacific Conference of Churches

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Youth Internship Programme

An Ecumenical Experience for Young people

October 2010 – September 2011

The Pacific Conference of Churches (PCC) Pre Youth assembly resolved that PCC should establish an Internship Program for young ecumenist in the region to be attached to PCC for a period of 6 to 12 months.

This was approved by the General Assembly in 2007 to be implemented over the next five years.

The initiative is a progressive educational program that provides opportunities for the Pacific youth to learn and earn work experience in a professional environment.

This program is a partnership between the PCC secretariat, the young pacific ecumenists, regional ecumenical organisations and PCC member churches.

In order for the program to be successful, there must be a clear understanding of the role of each partner as well as the commitment to the program.

The first batch of interns completed their tenure in July 2009 after spending 12 months at the PCC Secretariat office in Suva.

The second group of intakes, made up of 4 interns, are coming towards the end of their internship which will end on 1 September 2010.

They will go back to their churches and implement a follow up project on the issues they covered during their attachment.

Member churches are invited to apply for the 3rd intake by 23 July 2010.



Pacific Conference of Churches

Youth Internship Programme

The Pacific Conference of Churches welcomes four young people to serve as intern at the Secretariat of the Pacific Conference of Churches based in Suva offices.

We are looking for young Pacific Islanders who are committed to the ideals of ecumenical movement, to bring their energy, commitment and fresh vision to a specific work assignment.

For the PCC Secretariat, interns represent the potential of the ecumenical movement and their searches for renewed vocation. Interns bring valuable experiences to the PCC and at the same time, they go through several modules of ecumenical learning.

This Programme prepares young people to continue their ecumenical involvement beyond the internship.

The PCC Youth Internship period is for 12 months from 1st October 2010 to 1st September 2011.

The interns will be assigned a task within one of the PCC working areas. They will carry out the tasks in cooperation with programme animators, who will also supervise their work.

Each intern is then expected to plan an ecumenical project during their stay at PCC and implement this project upon return to their home country.

The local ecumenical project is a critical aspect of the PCC internship program to ensure that the intern can share his/her ecumenical experience and expertise with their respective churches and communities.

Interested interns must send along with their application, background information about their church or Christian youth network that will help them implement their proposed ecumenical project to ensure that the project is carried out with the support from local, national or regional contacts.

General Qualifications for Interns

- Between 18 to 35 years of age at the time the Internship begins.
- Have a strong link to their local Christian community and strong involvement in ecumenical movement at the national and/ or regional level, and be prepared to return to that involvement after the internship.
- Be able to work in English. Knowledge of one of the other PCC's working languages (French) is desirable.
- Be able to work with flexibility and an open mind in a multi-cultural environment.
- Have the capacity and willingness to handle administrative tasks.
- Have computer skills.
- Have communication skills (both written and verbal).

The Internship Positions Offered

1. HIV and AIDS

This internship will be focused on activities for the HIV/AIDS work programme during the programme year from October 2010 to September 2011. The intern will play a role in creating and adapting HIV/AIDS resources on the epidemic from the international level to the Pacific. The intern will assist in facilitating the implementation of the operational plan of PCC during this period. The intern will help in organising activities and compile and disseminate information. She/he will gain experience in monitoring and evaluating it and will have exposure to meetings at all level. From this experience, the intern will gain a greater understanding of HIV and AIDS and also gain some competence to be a spokesperson on the issue. **Specific Qualifications:** Strong interest in HIV/AIDS activities and raising awareness on HIV and AIDS issues in the Pacific. Be highly motivated. Good correspondence skills in English, computer skills and familiar with working in an office environment. Be willing to be a representative on HIV/AIDS at youth gatherings.

2. Good Governance and Leadership

This internship is geared towards areas of work in the PCC program on Good Governance and Leadership. This role includes assisting the animator organise and plan logistics for various regional and national meetings; getting involved in research on good governance and leadership in the Pacific; assist in creating and maintaining a database and record of resource people and materials; exposure to meetings, conference, training and assist in the overall coordination of activities on Good Governance and leadership. She/he will gain an overview of the PCC member churches (and ecumenical partners) and insight into the different ways of relating to the churches. The intern will also assist in collecting, compiling and disseminating information. From this experience, the intern will gain a greater understanding of Good Governance and Leadership issues that affect churches in the region and gain confidence in leadership. **Specific Qualifications:** The intern ideally should be a potential leader in any church organisation. The person should have a strong interest in Good Governance activities and raising awareness on bad governance and corruption issues in the Pacific. She/he should have sound and analytical skills on issues of the Churches, government and any organisation and community. The intern will be involved in decision making regarding issues and other strategies for effectively promoting good leadership. A Social Science background will be an asset.

3. Environment and Climate Change

The intern will assist in preparing programmes that are to be implemented in the October 2010 – September 2011 Operational Plan. Be involved in producing, compiling and disseminating information on Environment and Climate Change. Assist in raising awareness on Climate change and other impacts on the environment and people in the Pacific. Be involved in advocating and informing the people of the Pacific on development issues that contribute negatively to Climate Change and to make constructive contributions to Pacific governments. The intern will assist in establishing effective partnerships and programs on the resettlement of Pacific people. From this experience, the intern will gain greater understanding of Climate Change and Environment issues affecting churches in the region and also gain confidence in leadership as a Climate Change and Environment spokesperson. **Special Qualifications:** Potential prophetic role ability will be

essential. Knowledge and experience in Climate Change will be an asset. Have a strong interest in Climate Change activities and raising awareness on environment issues in the Pacific and globally is vital. Be highly motivated. Have good correspondence skills in English, computer skills and be familiar with working in an office environment. Be willing to be an ambassador of Pacific Climate Change.

4. Globalisation and Trade

The intern will assist in preparing programmes that are to be implemented in the October 2010 - September 2011 Operational Plan. Be involved in producing, compiling and disseminating information on Globalisation and trade. The intern will be involved in advocacy on fair trade policies and practices, and raising awareness on the negative and positive impacts of economic globalisation. The intern will also be involved in research, resource and information sharing on Globalisation and Trade and current issues in the Pacific. **Special Qualification:** Economics background and experience will be an asset. Potential prophetic role ability will be essential. Strong interest in Globalisations and Trade activities and raising awareness on the issues in the Pacific and globally. Highly motivated with sound correspondence skills in English, computer skills, and familiarity with working in an office environment.

The PCC will be responsible for the following benefits:

- Interns will be paid a living allowance and in keeping with general practice amongst regional organizations in Suva.
- Economy travel in Suva and return home.
- All costs associated with visas and work permits.
- Cost of bringing a reasonable amount of personal items and effects that are not included in the airline allowances.

Applications

Please fill in the attached application form and send it to the PCC office along with the following documents:

1. Short Curriculum Vitae (maximum of 2 pages) describing both your educational/professional experience and your ecumenical/church involvement.
2. Letter of recommendation from your church/ecumenical organisation.
3. Motivation letter

Please answer the following questions in your motivation letter:

1. What is your involvement in your local church or ecumenical movement?
2. Why are you interested in the ecumenical movement and becoming a PCC intern?
3. Have you ever been involved in ecumenical youth work at a local, national or international level?
4. Describe yourself (personality, values, and life experience.)

**Please write between 1-2 paragraphs in response to each question*

Only applications which are fully completed, accompanied with the abovementioned enclosures and received on time will be considered.

Application should be submitted in English, by e-mail if possible OR alternatively by fax or air mail.

Your referees can send their recommendation letters directly to us (by e-mail or fax) if they prefer.

Thank you for your patience and understanding. You will be notified by mail whether your application has been successful or not.

Applications should be addressed to:

PCC Youth Internship Programme
G P O Box 208
Suva
Fiji

Or emailed to:

Mrs Arieta Moceica (Ecumenical Animator – Women & Youth)
amoceica@pcc.org.fj and copy to: pacific@pcc.org.fj

Closing date for receiving Applications for the Internship is 23rd July 2010.



Pacific Conference of Churches

Youth Internship Programme

Suva, Fiji from 1st October 2010 – 1st September 2011

APPLICATION FORM

Deadline 23rd July 2010

Please type or print clearly

Internship you are applying for (please tick):

- HIV/AIDS
- Environment and Climate Change
- Globalisation and Trade
- Good Governance and Leadership

Family Name/Surname (as in passport): _____

First Name/Given Name (as in passport): _____

Postal Address: _____

Town: _____ City: _____ Country: _____

Please provide at least one fax number or one e-mail address where you can be reached for quick communication

Home Telephone (including country code/area code): _____

Office Telephone (including country code/area code): _____

Telefax (including country code/area code): _____

Office Telefax (including country code/area code): _____

Email: _____

Gender (as in passport): Female Male

Date of Birth (day/month/year): _____

Denomination/ Church Family: _____

Name of National Church of which you are member: _____

Profession or Occupation (if student, in which field): _____

Nationality (country issuing your passport): _____

Higher Education (College/University level)

Degree Title: _____

Year Degree obtained or expected to complete (month/year): _____

Year Study commenced (month/year): _____

Major Subject of study: _____

University/Institute: _____

City: _____ Country: _____

Language Skills

Mother tongue: _____

Languages	Reading Level: Very Good/Good/Basic	Writing Level: Very Good/Good/Basic	Speaking Level: Fluent/Good/Basic
English			
French/Other _____			

Computer Skills

MS Word/Excel: Very Good/Good/Basic	MS Power Point/Publisher Very Good/Good/Basic	Website Knowledge: Very Good/Good/Basic

Please don't forget to enclose:

- Short CV (maximum 2 pages)
- Letter of recommendation and endorsement from your church
- Motivation letter

Please answer the following question in your motivation letter:

1. What is your involvement in your local church or ecumenical movement?
2. Why are you interested in the ecumenical movement and becoming a PCC intern?
3. Have you been involved in ecumenical youth work at local, national or international level?
4. Describe yourself (personality, values, and life experience).

**Please write between 1 – 2 paragraphs in response to each question*

Only applications which are fully completed, accompanied with the above mentioned enclosures and received on time will be considered.

Applications should be submitted by e-mail if possible, or by fax or postal mail.

Your referees can send their recommendation letters directly to us by e-mail to amoceica@pcc.org.fj OR pacific@pcc.org.fj OR Fax (679) 3303 205

Thanks for your interest in PCC's Internship Programme.