



## **FREE WORLD FOUNDATION INTERNSHIP POLICY**

### **INTRODUCTION**

“Free World Foundation” welcomes young professionals, academics, students, activists and civil society advocates from all over the world to participate in its work, but accords preference to those whose work relates to that of the “FOUNDATION”. The aim of the internship programme is to build the capacity of interns interested in serving humanity to gain sound skills in the field.

Although “Free World Foundation” receives several applications each year, only a few applicants have benefited from the internship programme mainly due to the lack of funding opportunities. Most of these applicants, although qualified cannot participate because they are not able to raise money to cover the cost of their travel, accommodation or lodging, local transports, feeding and other related expenses.

### **QUALIFICATIONS**

Applicants must have an educational or professional background suitable to the work of “Free World Foundation”. No particular study or degree is required, but applicants must have at least a High School Certificate or Higher National Diploma (HND) or their equivalent from a recognised institution of higher learning.

Knowledge of academic research and/or practical experience in academic research, as well as experience in proposal writing and fundraising, project planning and management and web page designing are an added advantage.

All applicants **MUST** be fluent in English.

### **APPLICATION**

Interns should apply to the Executive Director of “Free World Foundation” by completing the application form and submitting it with the following:

- A copy of your birth certificate (interns should be at least 16 years of age but there is no maximum age);
- Four (4) copies of your most recent passport size photograph;

- A motivation letter stating the grounds for the application, and indicating the programme area(s) of interest to the applicant;
- A curriculum vitae;
- A recommendation letter from institution of study or employment;
- Names and contact details of two referees;
- Proof of financial support during the period of internship and
- A non-refundable application processing fee of USD\$100 (or its Ghana Cedi equivalent) to cover administrative cost.

Payment will be accepted in **Ghanaian currency only**, payable to “**Free World Foundation**” by one of the following options:

**1. Bank wire:**

Account Name: FREE WORLD FOUNDATION  
 Account Number: 1191130007837  
 Bank Name: Ghana Commercial Bank  
 Branch Name: Trade Fair Site  
 Bank Address: P.O. Box TF 198, Trade Fair Centre, Accra, Ghana  
 Bank Telephone Number: +233-21-778274  
 Bank Fax Number: +233-21-778275  
 Swift Code: GHCBGHAC  
 Bank Clearing Code: 119040

After forwarding the wire, please send the following information by e-mail to the Executive Director at [damghana@yahoo.com](mailto:damghana@yahoo.com):

1. Name and address of applicant
2. Name and address of sender (if different from #1)
3. Date and amount sent

**2. Western Union or Money Gram or Unity Link international money transfer to “Free World Foundation”, Attention: “RASHID ANYETEI ODOI”.**

After funds have been transferred, please send the following information by e-mail to the Executive Director at [damghana@yahoo.com](mailto:damghana@yahoo.com):

1. Name and address of applicant
2. Name and address of sender (if different from # 1)
3. Date and amount sent
4. Confirmation number/code
5. Question to be asked (if used)

### 3. Cheque or money order

Applicants must ensure that they reference their names in the transaction and pay the Ghana Cedi equivalent of the non-refundable application processing fee of USD\$100 in full, plus any banking fees/charges.

All enquiries on internships should be addressed to:

THE EXECUTIVE DIRECTOR  
FREE WORLD FOUNDATION  
P.O BOX TS 96  
TESHIE-ACCRA  
GHANA, WEST AFRICA  
TEL: +233-24-452-9178 / +233-20-871-9647  
FAX: +233-21-714014  
E-MAIL: [damghana@yahoo.com](mailto:damghana@yahoo.com)

### APPLICATION DEADLINE

There is no deadline for applying, but “Free World Foundation” encourages prospective interns to apply at least three (3) months before their scheduled date to begin the internship.

### SELECTION PROCESS

Applicants must send by post the completed application form with all the required materials and the Ghana Cedi equivalent of the non-refundable application processing fee of USD\$100 at least three (3) months in advance of the proposed dates of interning. Incomplete applications will not be considered.

Once we confirm receipt of payment, the Executive Director in consultation with the Board of Directors will decide upon the application, the length of the internship and the specific duties. Accepted applicants will be notified one month after receipt of their applications.

It would be useful for applicants to register their letters since “Free World Foundation” will not be responsible for applications lost or delayed in the post. Non-accepted applicants will not be individually notified.

In the selection of interns, the following would also apply:

- Priority will be given to applicants whose qualifications (programme area of interest) will be most useful to the “FOUNDATION”;
- The resources available at the “FOUNDTION” to accommodate the interns. This includes computers, office space and staff members to provide supervision and
- The need for the intern at that material moment.

“Free World Foundation” will not discriminate against any applicant on the basis of gender, race, religion, ethnicity or age (if you meet the minimum age of 16 years).

## **FUNDING**

“Free World Foundation” does not remunerate interns nor does it provide them with free accommodation. It also does not feed interns.

Interns must cover all their living expenses, life, health and permanent disability insurance and other expenses while in Ghana.

## **VISA AND TRAVEL ARRANGEMENTS**

Interns would be responsible for their own air and ground travel arrangements and expenses.

“Free World Foundation” advise applicants to make all necessary arrangements from their home countries before travelling to Ghana. These include visa and travel arrangements, insurance and accommodation.

Interns must apply to the Ghanaian High Commission or Consulate in their home countries for an entry visa into Ghana.

All foreigners entering Ghana must be in possession of a valid passport establishing the identity of the holder and an entry visa (valid for at least 3 months after the duration of intended stay as well as evidence of a return ticket) into the country. Passports should be valid for at least six months when submitted to the Ghanaian authorities for a visa. Citizens of ECOWAS Countries (namely, Benin, Burkina Faso, Cape Verde, Cote D’Ivoire, Gambia, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone & Togo), nationals of Kenya, Malaysia and Singapore, holders of German and Cuban Diplomatic / Service Passports and persons in direct airside transit in Ghana who wish to break their journey in Ghana for a period not exceeding 48 hours provided they are in possession of visas and onward tickets to their destination beyond Ghana and are not stateless persons are however exempted from obtaining entry visas to Ghana,

Applicants who need formal invitation from “Free World Foundation” to submit to the Ghanaian High Commission or Consulate for visa application purposes would be given one on receipt of the Ghana Cedi equivalent of the non-refundable application processing fee of USD\$100.

The issuance of this letter will also be subject to a thorough scrutiny to ascertain the eligibility of the applicant to take up a position as an intern with “Free World Foundation”. Applicants must note that our invitation letter DOES NOT guarantee the issuance of a visa or admittance to Ghana. Visa issuance is entirely contingent upon the Ghanaian High Commission’s or Consulate’s discretion, and admittance into Ghana upon the Ghana Immigration Service’s discretion at the point of entry.

“Free World Foundation” cannot make personal phone calls or requests on behalf of any applicant to any Ghanaian High Commission or Consulate and reliance on such calls may slow an intern’s application process as well as decrease the applicant’s chances of obtaining a visa.

Selected applicants should inform us before leaving their home countries by fax or e-mail their arrival date, the airline, the flight number and time of arrival for us to arrange for someone to meet them at the airport.

Interns must note that irrespective of the visa they obtain in their home countries, visas are normally granted for 90 days when one arrives at the Kotoka International Airport. Interns must therefore request for a covering letter from the Ghana Immigration Service’s officials at the Airport to facilitate the processing of their request for an extension of their stay in Ghana at the Headquarters of the Ghana Immigration Service.

Although an official of “Free World Foundation” would accompany an intern to the Headquarters of the Ghana Immigration Service for the purposes of extending the intern’s stay in Ghana, the “FOUNDATION” cannot arrange re-entry visas for interns. Interns must also note that passports are normally kept for up to a month at the Ghana Immigration Service and any applicant who misplaces the claim slip may probably not get his or her passport back.

Interns must immunise against yellow fever before coming to Ghana. It is also recommended to get other immunisations/vaccines including C.S.M, tetanus, diphtheria, typhoid fever, poliomyelitis, infections hepatitis and malaria.

Visit <http://www.ghana.gov.gh/ghana visa regulations entry requirements> for more information on the entry requirements for Ghana.

Interns should also make their own arrangements for accommodation before arriving in Ghana. Alternatively, the “FOUNDATION” can arrange for a decent and suitable accommodation meeting the specifications of an intern and the intern’s ability to pay for the use of that facility. This would be relatively cheaper than putting up in a hotel.

## **DURATION OF INTERNSHIP**

Interns must stay for at least three (3) months and a maximum of one year. In exceptional cases, the Executive Director can decide to offer internships for less than three (3) months or extend the period of an internship.

Applicants who intend to intern for less than three (3) months must state it in their application.

## **NATURE OF WORK**

Interns may assist according to their background and interests, in any aspect of the “FOUNDATION’s” work: human rights, governance, security & peace building, education, health, youth empowerment, sanitation & environmental protection and economic & trade justice.

Interns could also take part in the “FOUNDATION’s” research and training projects, documentation and publication as well as in technical and administrative tasks. The content and/or the nature of the work to be done during the period of internship will be mutually agreed upon in advance. Accepted interns are encouraged to bring their own laptops.

## **SUPERVISION**

Depending on the nature of the internship, interns would be supervised by the Executive Director or the relevant Programme Coordinators. The designated supervisor will assign and review work and establish priorities and objectives in consultation with the interns. The interns will be answerable to their immediate supervisor.

## **DUTIES AND EXPECTATIONS OF INTERNS**

Interns have the duty to:

1. Treat the internship as a professional exercise. They shall observe all applicable rules, regulations, instructions, procedures and directives of the “FOUNDATION”, refrain from any conduct that would adversely reflect on the “FOUNDATION” and abstain from engaging in any activity incompatible with the aims, objectives and interest of the “FOUNDATION”.
2. Interns will at all times, respect the laws, moral codes and traditions of Ghana.
3. Interns are expected not to engage in any political activity which is inconsistent with the independence and impartiality required of persons engaged in internship. Furthermore, interns must avoid any action and, in particular, any public statement which may adversely reflect on their status as interns.
4. Interns must respect the confidentiality agreement signed with the “FOUNDATION”, and in this regard, shall not divulge to anyone any information of a confidential nature they might come across. This responsibility will remain even after the termination of the internship.
5. To work a minimum of 35 hours a week. The regular office hours at the “FOUNDATION” are 8:30 am to 4:30 pm from Monday to Friday.
6. Write reports and edit articles.
7. Conduct periodic research on topical issues relevant to the work of “Free World Foundation”.
8. Submit the completed evaluation form and final report to the supervisor at the end of the internship. The 20-page report should include among other things, the difficulties encountered during the internship and proposals on how best to improve the situation.

9. Return to the supervisor, all the “FOUNDATION’s” documents at their disposal.

## **STATUS & MEETINGS**

Interns are not officials or staff members of “Free World Foundation” and therefore cannot represent the Foundation in any official capacity.

The Executive Director shall determine the type of meetings and activities interns may be invited to participate in, as well as the conditions under which interns may attend such meetings or undertake any activity.

## **HOLIDAYS & LEAVE**

The official national holidays of the Republic of Ghana apply to interns as they do to regular staff members of “Free World Foundation”.

Interns are entitled to two (2) days leave every month which must be taken within the period of internship. However, interns, except in exceptional cases, shall not be allowed to take their leave during the last month of their internship.

Interns must inform their supervisors should illness or other unforeseen circumstances prevent them from reporting for work or completing their internship.

## **COPYRIGHT**

Unless otherwise agreed upon, the copyright for all written documents prepared by interns in the course of their internship shall be the property of “Free World Foundation”.

## **TERMINATION OF INTERNSHIP**

Either “Free World Foundation” or the intern can terminate the internship prior to its expiry by giving seven (7) days written notice. This notwithstanding, “Free World Foundation” reserves the right to terminate the internship at anytime if it deems the intern provided false information to the “FOUNDATION” or the intern has brought “Free World Foundation” into disrepute or undertaken any other activity that the “FOUNDATION” deems incompatible with the mandate of “Free World Foundation”.

## **COMPLETION OF INTERNSHIP**

Upon a successful completion of the internship, the Executive Director of “Free World Foundation” will issue a certificate to the intern.