



AFAC ARAB FUND FOR  
ARTS AND CULTURE  
الصندوق العربي  
للثقافة والفنون

## **Terms of Reference Internship position Data Entry**

### **I – BACKGROUND**

The Arab Fund for Arts and Culture (AFAC), is seeking to recruit an intern to assist with AFAC website and Data Management System data migration. This will provide an opportunity for selected candidates to build practical skills and develop experience working in a Non-Governmental Organization; gain exposure to the granting processes; and deepen their understanding of Website back-end and Content Management Systems.

To be eligible for the internship, candidates must be enrolled in a university program.

### **II – DUTIES AND RESPONSIBILITIES**

The specific duties and responsibilities of the intern will include:

- Assist AFAC Content Manager in migrating grantees database to the new online data management system
- Assist in reviewing and updating the AFAC website content in compliance with the grantees database

### **III – COMPETENCIES**

**Education:** final year in the fields of Computer Science, Computer Engineering, Communications or any other related fields.

#### **Core Competencies:**

- Proven strong academic track record.
- Strong communication skills in English and Arabic languages.
- High level of computer literacy (Excel, Word).
- Familiarity with Adobe Photoshop and other Adobe design applications is advantageous.
- Familiarity with Websites' Content Management Systems is advantageous.



AFAC ARAB FUND FOR  
ARTS AND CULTURE  
الصندوق العربي  
للثقافة والفنون

**Behavioral Competencies:**

- Highly organized and self-motivated
- Flexibility and ability to work within deadlines
- Maturity, initiative, tact and high sense of responsibility
- Demonstrated ability to work in a team

**IV – DURATION & DUTY STATION**

The assignment is for 3 months, starting from approx. March 1, 2020. The assistance will be provided in Beirut. This is a part-time position, allowing for flexibility with studies. Intern will not be given an AFAC e-mail account. Intern will be given access to AFAC premises, but will not be permanently occupying AFAC premises. **Intern will be compensated with a monthly payment.**