



OUR MISSION...

To invest in the dreams of the poor in the world's underserved communities so that they might be released from physical and spiritual poverty.

OUR METHOD...

We offer savings services, small business loans, biblically-based business training, and mentoring and coaching from a Christ-centered perspective.

OUR MOTIVATION...

The love of Jesus Christ motivates us to care for the physical and spiritual condition of the poor.

REPUBLIC OF CONGO INTERN

Job Description

CATEGORY: Expatriate, Internship
REPORTS TO: Finance Manager-HOPE Congo
LOCATION: Brazzaville, Republic of Congo

JOB SUMMARY

The intern will be responsible to assist with the support and administration of information and telecommunications needs for Hope Congo, as well as reviewing controls on and documenting processes related to data entry into the loan tracking system. They may also complete other projects according to the organizational need and talents/abilities of the intern.

PRIMARY RESPONSIBILITY

To promote and fulfill the mission and vision of HOPE International and HOPE Congo

SPECIFIC RESPONSIBILITIES

- I. Technology Support and Troubleshooting
 - a. Standardize configuration of all computers in office;
 - b. Install, update, and double-check functionality of anti-virus software on all computers in office;
 - c. Respond to requests for assistance from staff members experiencing problems with hardware, software, networking, printing, and other computer related technologies;
 - d. Perform product research and help with purchasing and installation if there are necessary equipment purchases;
 - e. Develop 3-year IT plan and budget;
 - f. Identify key areas for efficiency gains through the implementation of new technologies;
 - g. Oversee AV set-up and WebEx meetings;
 - h. Create and maintain a system for storing and tracking software licenses and users;
 - i. Create and maintain a system for data storage and back-ups;
 - j. Create custom reports and databases for users;

- k. Design orientation plan for new employees on general office technology and procedures;
 - l. Perform other IT duties and special projects as requested.
 - II. Data entry
 - a. Document processes in detailed MIS manual, including how to enter data, what data is required, who has access to what modules on Loan Performer, and who is responsible for the verification of what information;
 - b. Review controls and make suggestions for their improvement.

ADDITIONAL INFORMATION

Although the internship involves primarily office work, opportunities for exposure to field operations will also be provided based on the specific interests of the intern. In addition to specific assignments, interns are encouraged to propose ideas and initiatives to further HOPE's mission in Congo.

MINIMUM QUALIFICATIONS:

- I. Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International and HOPE Congo;
- II. A commitment to servant leadership;
- III. Bachelor's degree in computer science, business information systems, or equivalent;
- IV. Advanced computer skills;
- V. French language skills preferred;
- VI. Demonstrated leadership skills;
- VII. Excellent project management skills;
- VIII. Strong organizational skills, including effective time management and prioritization of competing demands/multiple deadlines;
- IX. Strong analytical and problem-solving skills and ability to deal with complex technological issues;
- X. Ability to conduct business analysis and prepare recommendations for presentation to senior leadership;
- XI. Excellent oral, written, and public communication skills;
- XII. Strong commitment to learning – language, culture, microfinance, etc.
- XIII. Demonstrated ability to create and manage systems
- XIV. Ability to balance multiple demands and deadlines with composure
- XV. International experience and cross-cultural skills and interest in cross-cultural missions.