

AFRICAN UNION
الاتحاد الأفريقي



UNION AFRICAINE
UNIÃO AFRICANA

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES
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The Registry of the Court

INTERNSHIP POLICY OF THE COURT FOR 2014 - 2016

(Adopted by the Court at its 33rd Ordinary Session held from 26 May to 13 June 2014)

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1. Objectives

The overall objective of the internship policy is to establish a clear framework that will guide, direct and ensure optimum management of internship training at the African Court.

The specific objectives of the internship are inter alia:

- a) To offer admitted candidates a working environment which will enable them to enhance their theoretical knowledge through practical work;
- b) To provide the intern with a better understanding of the work of the African Court;
- c) To enable the African Court to benefit from the input of qualified persons whose background will inject a new lease of life, an up-to-date academic knowledge, and thus enhance the activities of the African Court.

2. Policy Statement

Internships are apprenticeship programmes that allow interns to gain practical working experience and develop skills in areas of relevance to their careers under the guidance of a qualified staff member.

Internships must be of mutual benefit both to the interns and to the Court empowering the intern and at the same time contributing to enhance the work of the African Court.

3. Scope

In order to encourage cultural diversity and demonstrate its commitment to social responsibility, the Court offers, within the Legal Unit, places for internship in the field of human rights to applicants from all over the world. The Court also offers restricted internship to other Units of the Registry in relation to their predefined curricula, and with due regard to the relevance of the needs periodically expressed by these Units.

Finally, priority will be given to citizens of the Member States of the African Union.

4. Principles of the Internship Policy

This Internship Policy is guided by the following principles:

- a) Internship at the Court shall as much as possible, ensure equitable geographical and gender representation. To that end, there shall not be more than one intern from the same country at any given time. However, the number may be raised up to a maximum of three depending on specific circumstances.
- b) The internship shall be managed exclusively by the Court.

5. Eligibility requirements

In order to be eligible for internship at the African Court, applicants should:

- a) Have completed a first degree level in Law from a recognized University or Institute of higher education in the case of legal interns. A Master's degree in Law will be an added advantage;
- b) At least be in the final stage of a first degree level or have graduated from a recognized University or Institute of higher education in the case of other interns;
- c) Provide a letter from the said University or Institute in which the student candidate is registered, for those still in school. This letter should include a brief description of the project or subject the student is working on;
- d) Complete the African Court Internship Application Form which can be downloaded from the website of the Court;
- e) Have an excellent command of at least one of the AU working languages (English, French, Arabic or Portuguese). Knowledge of any of the other three languages will be an added advantage;
- f) Be computer literate;
- g) Be able to work in a diverse multilingual and multicultural environment;

Candidates, who meet the eligibility conditions listed above and seek specific research internships in a relevant field of activity of the Court, may be admitted for internship under this Policy.

6. Application and admission procedure

6.1 Applications for internship should contain the following documents:

- a) A motivation letter stating the purpose of the application, and indicating the field(s) of interest of the applicant;
- b) A curriculum vitae as well as copies of relevant University Degree(s) and/or diplomas and certificates;
- c) Proof of financial support during the internship, if any;
- d) A filled Internship Application form of the Court;

6.2 Applications for internship should be sent to the postal address or email address indicated hereunder and must bear the heading “application for internship”:

African Court on Human and Peoples’ Rights

P.O. Box. 6274

Arusha, Tanzania

Tel : + 255 732 979506/9

Fax : + 255 732 979503

E-mail : internship@african-court.org

6.3 Any candidate admitted for internship shall receive a letter of acceptance from the Registrar together with a commitment form to abide by the terms and conditions of the internship. Where the applicant accepts the offer, he/she is expected to return a signed copy of the letter and the form to the Registry at least fifteen days before the commencement of the internship;

7. Application deadline

There is no deadline for applying; however, the Court encourages prospective interns to apply at least six months prior to the date scheduled for the commencement of the internship.

8. Prior Internship

The African Court seeks to offer the opportunity of internship to as many candidates as possible. Applications will not therefore be accepted from candidates who have already done internship at the Court, except in exceptional circumstances.

9. Duties and responsibilities

9.1 The Court

9.1.1 The Court shall ensure that interns:

- a) Receive proper guidance on the work of the Court;
- b) Are provided with the materials and other services required for the effective discharge of their internship;
- c) Are placed under the authority of Staff members qualified to supervise them;
- d) Are regularly assessed by their supervisors and provided with a progress report on their internship;
- e) Sign a commitment to abide by the terms and conditions of the internship prior to their assumption of duty; and
- f) Do not have access to sensitive and confidential documents.

9.1.2 The Court shall not be liable for any injury, disability, or death suffered by an intern, or for any medical or hospital expenses which may be incurred in the course of his/her internship. Interns who do not reside in Arusha are therefore advised to secure a travel insurance.

9.1.3 The Court shall not be responsible for any physical or material damage that the Intern may cause a third party, except the said damage occurred in the exercise of duties as assigned by the Court.

9.2 The interns

9.2.1 Interns are bound to:

- a) Treat the internship as a professional exercise, and shall, to that end, observe all relevant rules, instructions, directives, policies and regulations of the Court;
- b) Refrain from any conduct that would tarnish the image of the Court and not engage in any activity that is incompatible with the mandate and interests of the Court;
- c) Comply with the undertaking signed with the Court and exercise the utmost discretion in all matters relating to the Court. The intern shall not discuss any information about the Court with a third party, or have it published, even after the conclusion of the internship, except with the formal written agreement of the Court;
- d) Submit to their supervisor, a report on the internship.

9.2.2 Interns shall pay for their visas, transportation, housing, food, health insurance and related expenses incurred during the internship;

9.2.3 Interns shall perform tasks assigned to them by their supervisors as well as by the Registrar or the President of the Court. They may be required to carry out tasks requested by Staff members of the Registry under the authority of their Supervisors. They may not, however, replace Staff members in their duties or responsibilities;

9.2.4 Any reports produced by an intern strictly for academic purposes shall be submitted to the Court before transmitting it to the competent academic authorities.

9.2.5 Interns shall not take with them any document of the Court at the end of the internship, without the formal authorization of the Registrar.

10. Monitoring and Supervision

Interns shall work under the supervision of a qualified Staff member of the Registry of the Court. Their performance shall be assessed at the end of the internship in order to deliver the certificates of completion.

To this end, supervisors should develop a coherent work plan and monitor its implementation, to better guide the interns.

This policy shall be reviewed after two years to assess its relevance and benefits.

11. Status of an intern

Interns are not considered as Staff members of the Court. They shall not therefore be entitled to privileges, immunities, rights and benefits provided in the Staff Rules and Regulations. They shall not represent the Court officially.

12. Duration of internship

The duration of internships shall range from one (1) to three (3) months. However, internships exceeding a period of three months may be authorized on an exceptional and case by case basis.

Regarding specific research internships, the minimum term may be less than the period indicated above.

13. Working hours and absences

In principle, interns shall be required to work 40 hours per week. They may also be required to work beyond normal working hours. They may exceptionally be accepted to work less than the required 40 hours per week.

Interns shall inform their supervisors should illness or other unforeseen circumstances prevent them from reporting for duty. Absence must be explained and authorized.

14. Remuneration

Internships at the Court shall not be remunerated.

15. Meetings and other activities

Interns are not bound to attend the regular meetings and activities of the Court. The Registrar may determine the type of meetings and activities that interns may be required to attend including the conditions under which they may be present at such meetings or participate in such activity.

16. Termination of internship

Internships may be terminated at any time by either party, after a two-week notice. The notice in writing, shall state the reasons for the termination.

In the event an intern fails to abide by his/her commitments, the Court shall reserve the right to terminate the internship without prior notice.

17. Certificate of internship and letter of recommendation

A certificate shall be awarded to an intern on the successful completion of the internship. In addition, his/her supervisor may issue a specific letter of recommendation.

These documents shall be delivered to the intern when he/she submits the checkout form to the Human Resources Unit of the Registry.

18. Employment

Interns should not automatically expect to be recruited at the end of the internship. Recruitment of Staff members is strictly governed by the Staff Rules and Regulations of the African Union and the Rules of the Court.

Interns may however apply for any advertised vacancy, before, during, or after the internship, if they fulfill the requirements.