

### **Terms of Reference for an intern**

Three Mountains learning advisors are digital learning pioneers. We help people and organisations develop their potential and improve their performance, by applying a combination of effective on-line and in person training. Our programmes range from leadership support to team development and personal effectiveness training. Our online courses include e-modules on gender in agriculture and learning for change.

More information: [www.threemountains.academy](http://www.threemountains.academy) or our [facebook page](#)

#### **Internship**

Three Mountains is looking for an intern for 4 days a week for a period of 6 months starting from the second half of April 2016.

The intern will assist in the day to day activities of the company and will function as a personal assistant. The intern will be able to learn not only about content development, but also about technical aspects of e-learning programming, making of tutorial videos and general management of a company. The intern will be involved in executing a social media strategy for the company.

#### **Requirements**

- Genuine Interest in learning processes and how e-learning can support these processes,
- Minimal bachelor in ICT or pedagogy/psychology,
- Fluent in English, French and Kinyarwanda,
- Familiar with Microsoft Office – Word, PowerPoint and Excel,
- Excellent writing and presentation skills,
- Curiosity and strong drive for personal development,
- Dedication, teamplayer,
- 6 Months availability.

#### **What we offer**

- Interesting and challenging learning environment,
- Great atmosphere with hard work, humour and personal attention,
- Professional coaching and honest feedback,
- Varied tasks and opportunities to learn from doing and prove one's worth in practice.
- Compensation of 5000 frcs Rw per working day plus lunch, coffee and tea.

#### **How to apply**

Do the demo course [Learning for change](#) or the course: [A short course to help you solve your problems](#).

Write maximum one page comments on one of the courses (you may choose on which course you would like to comment) from the viewpoint of a course developer. What do you like in each course, what do you think could be improved? Name at least three points of each.

Explain how you would promote the course in Rwanda with the use of social media.

Write a short motivation letter and include your CV

Send it all by email to: [info@threemountains.academy](mailto:info@threemountains.academy) before 13 April 2016

Interviews will be held on Tuesday 19 April.