



PROJECT MANAGEMENT INTERN

The Opportunity:

Arifu is looking to hire a Project Management Intern to support our project management team in executing the various functions. The PM Intern, as part of the Project Management team, will be an individual who is collaborative and self-directed. This individual will use strong interpersonal skills to actively listen and communicate in ways that foster trust and show flexibility. He/she must be able to complete projects with limited supervision and has the ability to take ownership and ask for help when needed. **Applications will be accepted until 5pm East Africa time on 20th of September 2021.**

This internship will provide the opportunity to learn about Project Management and Information Technology. You will work on projects that will give you hands-on experience with IT tools, project management methodology, business analysis, quality assurance and change management. The opportunity will allow you to sharpen your communication and problem-solving skills in a business environment.

Most importantly, if you feel you have many of these attributes, but not all, no worries! We do not expect you to be superhuman. The most invaluable trait you can bring to Arifu is your ability to identify areas for growth, bring a deep willingness to learn, and let us invest in you.

Job Description:

Working closely with the other project managers, the Project Management Intern will be responsible for the following:

- Supporting project managers in managing schedules and milestones; ensuring that weekly project statuses are received from team members.
- Documenting resourcing needs, availability and commitments.
- Identifying and managing scope, constraints, risks, issues, assumptions, dependencies and deadlines, documenting risk mitigation plans.
- Assisting with documentation and other project deliverables.
- Coordinating aspects of user testing, producing test cases; scheduling UAT cycles, setting up test data, and participating in UAT.

Qualifications:

We're also looking for someone who is motivated and proactive and can work collaboratively with team members, actively participate in discussions, decisions and all project activity. You should be engaged and take pride in your work. In addition to these core characteristics, we're looking for someone who fits most of the criteria below:

- 0 - 1 year of experience.
- B.Sc/BA in Software Engineering, Computer Science, Information Science, Information Systems, Business Management, Business Administration (or a related field).
- Good Microsoft Office skills.
- Excellent verbal and written communication skills.



- Ability to perform under pressure and to tactfully navigate power dynamics in high stakes situations.
- Grit and resourcefulness in the pursuit of solutions to the problems that stand in your way.
- Ability to handle the chaos of a fast-paced startup work culture and a willingness to take on additional tasks and support the work of other team members as necessary to achieve collective goals.
- Entrepreneurial inclination - we're an innovation and impact at scale driven company, so please bring out your ideas.

Application Process:

Please apply using this [link](#) (please note that we will only be accepting applications via this link). If we see a good fit, we'll get back to you to set up a conversation. You will be required to upload your CV and cover letter as one document (maximum two pages for the CV and one page for the cover letter), so please have that ready. In your cover letter, convey how your prior experiences in university and work are relevant to Arifu's mission and what motivates you to want to be a part of the team.

Should you have any concerns or challenges, please reach out to us via email (talent@arifu.com).

Arifu is an equal opportunity employer and will consider every qualified applicant. Arifu does not discriminate based on race, ethnicity, national origin, ancestry, religion, gender, sexual orientation or disability.