



## *Sudanese American Medical Association*

# **SAMA Internship Program**

## **Humanitarian Missions Intern Position**

### **Port Sudan, Sudan**

## **Job Description**

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## **Context**

The Sudanese American Medical Association (SAMA) is pleased to announce the opening of a humanitarian missions internship position in Port Sudan, Sudan.

The SAMA Internship Program is a 3-12 month internship experience. Interns have clear learning objectives, and they meet regularly with supervisors who provide mentoring and training.

## **About Dr. Isam Osman's Humanitarian Program**

The Dr. Isam Osman Humanitarian Program honors the late Dr. Isam Osman, former Head of the Vascular and Endovascular Department at King Saud Medical City, Riyadh. Established to carry on his legacy of surgical excellence, leadership, and mentorship, the program aims to improve the lives of vulnerable populations in Sudan



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through medical care and capacity-building initiatives. Key components include delivering medications and medical supplies, training local healthcare professionals, and providing direct patient care.

### Eligibility

#### Essential Criteria

- Based in Port Sudan, Sudan
- Ability to work at Dr. Bushra Ibauf Center for Learning and Humanitarian Relief Support
- Punctuality to the assigned tasks
- Personality
  - Easy to work with, pleasant demeanor
  - Passionate about caring for those who are less fortunate
  - Outgoing personality
- Aligns with SAMA's mission, vision, and values
- Adheres to SAMA's policies (code of conduct, confidentiality, whistleblower)
- willingness to improve the English language
- willingness to give presentations, and write reports

#### Desirable Criteria

- Ties to the Port Sudan community

### Key Responsibilities:

- Act as the **primary contact point** for the “We Are All Values” organization (WAV), ensuring smooth communication between SAMA and WAV throughout the mission.
- **Monitor WAV's progress** and complete various tasks and assignments **related to the mission's objectives**, contributing to the successful implementation of humanitarian activities.
- Collaborate with the **Monitoring & Evaluation (M&E) officer** to track and assess the mission's progress, ensuring that all project goals and deliverables are met on time.
- **Write the mission report** summarizing key outcomes, challenges, and lessons learned, to be submitted at the end of each mission.



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### **About the Internship - Learn by doing**

In this internship opportunity, the intern will join Dr. Isam Osman's Humanitarian Program at the **Dr. Bushra Ibrnauf Center for Learning and Humanitarian Relief Support in Port Sudan**, through which he/she will gain hands-on experience in humanitarian work including various soft and hard skills including:

- Project Management and related software (Trello, Zoom, Google Suit)
- Understand the logistics and implementation of Humanitarian projects
- Presentation and facilitation skills- present the program's findings and facilitate the program's meetings
- Report writing

#### **Start Date:**

October 19th, 2024.

#### **Mentors/supervisors**

- Executive Director - Dr. Mohamed Almahal, Cairo, Egypt
- Sudan Office Director - Mr. Abdulmajid Osman, Cairo, Egypt
- Director of Operations - Dr. Omer Gomaa, Port Sudan, Sudan

#### **Duration**

- minimum of 3 months
- maximum of 12 months
- first evaluation is done after the first month of work, if the intern performs poorly, then the internship is terminated
- second evaluation is done at 3 months of work, if the intern performs poorly, the internship is terminated

### **Evaluation**

#### **Poor Performance**

- In the event of poor performance, interns can be relieved from their responsibilities at the end of the month.
- Examples include but are not limited to:
  - Code of Conduct Policy Breach



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- Confidentiality Policy Breach
- Consistent inability to perform assigned tasks

### **Performance Evaluation, Letters of Recommendation**

- Will be issued by the Secretary-General on request based on performance after completing the internship.

### **Payment.**

- SDG 200,000
- Payment will be issued through Bankak



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**Work schedule/commitment**

Sudan Time	Sunday*	Monday	Tues	Wed	Thur	Fri	Sat
11 am							
12 pm							
1 pm	Humanitarian programs meeting						SAMA Team meetings
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							

**Intern time burden:**

- work at Dr. Bushra Ibauf Center for Learning and Humanitarian Relief Support, Port Sudan, Sudan.
- 2 fixed hours of meetings on Saturdays and one hour on Sundays
- additional tasks to be completed at the center as necessary - subject to availability