**Frequently Asked Questions**
**- WoMena internships and volunteering**
**PUBLIC DOCUMENT, AVAILABLE ON WOMENA WEBSITE**

*What is a typical internship period for WoMena internships?*

The standard cycle for WoMena Uganda internships is January - June, and July - December.

There is no standard cycle for WoMena Denmark internships, which are tailored according to the applicant's profile and the organisation's needs. However, please note we do not have an office in Denmark (the team meets once a month, and more frequently in the working groups) so the intern has to be very independent in their work and able to motivate themselves even outside of an office!

*Does WoMena offer internships in Uganda for 3 months, 2 weeks?*

Unfortunately we do not consider internships in Uganda for a period of less than six months as there is a lot to learn - we feel its most beneficial for both sides if you stay at least 6 months to understand the context and support us as best you can. In addition, the application process for work permits and induction process requires a lot of resources from our side, so we try to limit it to twice a year.

*Does WoMena offer full time internships in Denmark?*

It is possible to do a full time internship in Denmark, either following the Danish projects or distance supporting our work in Uganda or internationally. However, we do not have an office as such - the DK team have monthly meetings in Copenhagen at one of the members' homes.

*Can I do an internship from my location, e.g. US, Iran, Belgium?*

It is possible to do a full- or part time time internship from your location, distance supporting our work in Denmark, East Africa or internationally.

*How long are internships in general? Do you have a minimum period?*

For Uganda: 6 months minimum
For Denmark: 3 months minimum


*Are internships on a full-time or part-time basis?*

All internships in Uganda are on full time basis. Other internships are usually on part time basis, but we assess on case by case basis whether we can offer full time (depends on whether we have supervision capacity).


*What kind of volunteering can I do in WoMena?*

You are most welcome to volunteer for any of the following teams, which meet virtually:
1. Advocacy Team
2. Communications & Partnerships Team
3. Finance Team
4. Fundraising Team
5. Human Resources Team
6. Knowledge Management Team
7. Monitoring & Evaluation Team
8. Policy & Procedures Team
9. Projects Team
10. Project Management Team

The work is very hands on and you will get good experience. You can lead or contribute to different projects, depending on how much responsibility you want… You can even be a Project Manager!


*How many hours do I have to put in to be a volunteer?*

Usually volunteering is along the lines of 5-20 hours per month. We usually say it depends on how much time you can spare! Depending on your skills, we are willing to take on volunteers for even a few hours a month, if they can offer value to the organisation.


*If I was to do volunteering or internship in Denmark - either from Denmark or distance - would my lack of Danish be a problem?*

No problem, there are several English-speaking working groups and the monthly meetings are in English.

*How does the distance volunteering or internships work?*

WoMena has several virtual teams (such as the Knowledge Management, Advocacy, Communications, Medical Advisory, Fundraising, Management & Finance teams) and project teams that meet on Skype, and exchange on whatsapp, facebook and email.

*I am interested! What do I do next?*

Please send to info@womena.dk:

- A motivational letter clearly indicating
  - Where and when you would be interested to do the internship
  - Confirm that you would be able to sustain yourself financially for that period as WoMena internships are currently unpaid
  - Confirmation that you will bring, or have your own computer available for work purposes for the duration of the internship period as we can not provide computers for volunteers at the moment
- Your CV
- An example of your writing (preferably relevant to MHM/health)
- 1-2 references