

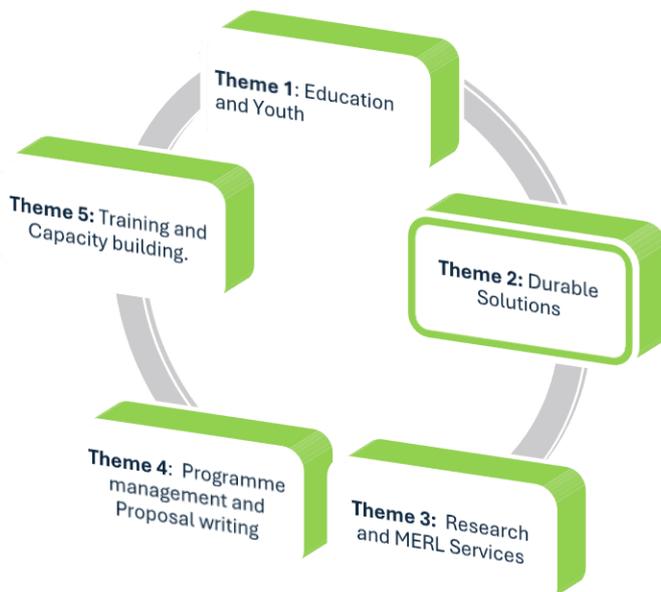


## **JOB DESCRIPTION**

### **1. About Us**

Abdulahi Consulting is an agile humanitarian and development consultancy that offers technical and operational support to clients worldwide. based out of Dublin, Ireland we are focused on improving the lives of the displaced by offering a consultancy service to a wide range of humanitarian and development actors working in emergencies, early recovery and or development contexts.

We make impact through our core thematic areas. These are: I) Education and youth, ii) Durable solutions. Iii), Research and MERL Services, iv) Programme management and Proposal writing and Training and Capacity building.



We currently have 50+ highly professional and experienced roster members that are available on short notice to support consultancy needs or offer gap filling services in field locations and Hard to reach (H2R) areas. Through this roster, we are present in atleast 30 countries in the MENA, East Africa and Great Lakes (EAGL), Latin America, West Africa and Asia. We have established Framework agreements (FWA) with like-minded NGOs whom we support on short notice. Areas of collaboration include programme development and proposal writing, Data collection and needs assessment(s) and research.

As a rights-based entity, we offer pro bono proposal writing services to CSOs mainly in the global south that are responding to emergencies, helping them to focus on the emergency at hand and facilitating their work. We offer such services when emergencies struck (recent examples include Jamaica, Sudan, Sri Lanka, Afghanistan and Myanmar).

## 2. About the Role

We are excited to be recruiting **Humanitarian Intern** to join our team. This role involves managing bids, communications and securing business for Abdulahi Consulting. In this role you will:

- Lead the development and management of Abdulahi Consulting business by submitting quality bids to prospective clients.
- Completed initial draft of a curated and research informed technical proposals, focusing on our strengths and core thematic areas.
- Keep record of all upcoming bids, informing the team of deadlines and key inputs required from each member. Manage the bid tracking platform
- Complete the bid submission quota and key contact quota on daily or weekly basis, ensuring the achievement of set goals and objectives.
- Provide robust client support to all Abdulahi Consulting partners.
- Any other tasks that maybe assigned by the line manager.

## 3. Skills and Person specifications

- Self-starter requiring limited supervision, can work remotely and set their own agenda and work plans with little input or support.
- Excellent people skills, you relate easily to a wide range of people and are confident to build and sustain relationships and manage issues with diplomacy.
- You work well as part of a small team and can build and sustain strong working relationships with global stakeholders
- Leadership skills
- Clear, professional, and timely communication, including active listening and asking questions.
- Prioritizing tasks effectively to meet deadlines in a fast-paced environment.
- Taking ownership of tasks, being curious, and showing enthusiasm.
- proficiency in specific software (e.g., MS Office, Google Workspace)

### **How to Apply**

Kindly send your email and cover letter to [info@abduhiconsulting.com](mailto:info@abduhiconsulting.com) the deadline for receiving application is **28 February 2026**. Due to urgency of filling internship role(s), kindly note that decisions maybe taken before the closer date, so early application is advised.