



Terms of Reference (ToR)

Ref: VA-03-26-01

INTERNSHIP

Position: Intern – Aquaculture

Organization: The Millennium Associates (tMA) Inc.

Location: Monrovia, Liberia

Contract Type: Part-time internship

Reporting To: Program Manager

Duration: 3–6 months (flexible, depending on academic calendar and project needs)

1. Background

tMA founded in 2011, is a premier non-governmental organization driving transformative development across Liberia. We support multi-sectoral programs that reduce poverty, strengthen livelihoods through agriculture and aquaculture, improve health and education outcomes, promote peace and democratic governance, stimulate economic growth, and protect the environment. tMA provides high-quality technical assistance, social services and achieves measurable impact, reaching communities across every county in the country.

2. Purpose of the Role

The Aquaculture Intern will provide technical and operational support in aquaculture-related activities, assisting the project team in research, monitoring, and implementation of sustainable aquaculture interventions. This internship is intended to provide practical exposure for a young female professional with leadership potential, strong communication skills, and a foundational understanding of NGO operations.

3. Who We Are Looking For

- Participant in the President's Young Professionals Program.
- Middle-class female with strong understanding and background in NGO operations.
- Senior class university student or recent graduate in aquaculture, fisheries, environmental science, or related fields.
- Previous internship experience in aquaculture, agriculture, or similar positions.
- Highly eloquent, with excellent written and verbal communication skills.
- Demonstrates strong leadership understanding and potential.

4. Key Responsibilities:

4.1 Technical Support

- Assist in monitoring and evaluation of aquaculture projects.
- Support data collection, analysis, and reporting related to fish farming and aquaculture practices.
- Contribute to preparation of technical reports, presentations, and learning briefs.

4.2 Program Support

- Assist the project team in planning and implementing aquaculture activities.
- Support training sessions, workshops, or community engagements related to aquaculture.
- Maintain project documentation, including field records and progress reports.

4.3 Administrative Support

- Support logistics and coordination for aquaculture-related field visits.
- Assist in procurement or inventory tracking of aquaculture supplies and materials.
- Maintain proper filing and documentation of project activities.

5. Qualifications & Skills:

- Currently enrolled as a senior class university student or recent graduate in aquaculture, fisheries, environmental science, or related fields.
- Previous internship experience in aquaculture or agriculture projects preferred.
- Strong understanding of NGO operations and project management principles.
- Excellent written and verbal communication skills; highly eloquent.
- Demonstrated leadership potential or experience in student organizations, community groups, or similar settings.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.

6. Expected Deliverables:

- Field data collection and entry for aquaculture project monitoring.
- Weekly summary reports on aquaculture site visits and activities.
- Support in drafting at least one technical brief or project report during the internship period.
- Contribution to the organization of at least one community or stakeholder engagement activity.

7. Internship Competencies & Personal Attributes:

- Professionalism, integrity, and reliability.
- Strong leadership awareness and collaborative mindset.
- Excellent interpersonal skills and ability to communicate effectively with diverse stakeholders.
- Eagerness to learn and contribute to aquaculture and NGO operations.
- Commitment to gender equity and youth empowerment initiatives.

8. Working Hours:

- Part-time: Approximately **3–4 days per week**, flexible according to university schedule or project needs.
- Field visits may require occasional travel within project areas.

Application process:

Applicants are requested to submit a resume not exceeding three (3) pages, along with a cover letter and references. ‘

To apply, please click [HERE](#) to submit your application.

Deadline: April 15, 2026

Interviews will be conducted on a rolling basis based on organizational needs. Shortlisted candidates may be contacted before the application deadline.

Technical Support:

If you experience any technical issues with the application form, please email burphya@tmassociates.org for assistance.