



## **SOUTHERN AFRICAN DEVELOPMENT COMMUNITY**

### **INTERNSHIP OPPORTUNITIES ANNOUNCEMENT**

The Southern Africa Development Community Secretariat (SADC) is seeking to recruit interns who are citizens of Member States of the SADC to fill the following internship opportunities.

#### **1. Asset Management Intern x1**

##### **Duties and Responsibilities:**

To assist the Officer Contracts, Assets Management, Property, and buildings with Asset Management portfolio in the Administration Unit. The responsibilities of the Intern include the following.

- Assist in the preparation of assets planning.
- Assist in the acquisition of new assets.
- Assist in the receiving of newly acquired assets.
- Assist in the tagging of assets.
- Assist in the distribution of assets.
- Assist in the record of newly acquired assets in the System and inventory list.
- Assist in the monitoring of movement of assets.
- Assist in the record of the movement of assets in the System and inventory list.
- Assist in the update of the Fixed Asset Register.
- Assist in the update of the inventory list.
- Assist in the update of the inventory sheet in offices.
- Assist in the asset counting and verification exercise.
- Assist in in the maintenance and repairs of assets.
- Assist in the claim of asset losses.
- Assist in the asset disposal process.
- Perform any other duties as may be assigned.

##### **Qualifications:**

Prospective candidate should be having a degree in Asset Management/ Business Administration/ Finance.

### **Skills Requirements:**

- Writing skills
- Microsoft Excel skills
- Communication skills
- Organisational skills (planning, time management)
- Problem-solving skills
- Team building skills

## **2. Communication and Public Relations Intern x1**

To assist with various public relations and communication initiatives to promote SADC and its mission and impact. The ideal candidate will have strong communication skills, a passion for public relations, and a desire to learn and grow in a fast-paced environment.

### **Duties and Responsibilities:**

To assist the Communication and Public Relations Unit in the following.

- Assist with with photography, video production and audio projects, including recording, capturing/importing media, editing footage and sound files, titling, adding music or voiceover.
- Assis with producing multimedia material for online and offline products, including infographics, motion graphics, short videos, publication covers, and event flyers.
- Assist in creating and editing graphics, infographics, or social videos for posting on official digital communication outlets.
- Assist with tasks involving writing, editing, researching, and reporting.
- Assist with writing, editing, and uploading text and multimedia content, including news articles, press releases and interviews, to online communication to raise of the work and impact of SADC.
- Assist in the designing of visual materials to be used in social media, reports and other IES materials to raise awareness of the work and impact of SADC.
- Assist in preparing online materials to increase the awareness or educational materials on the work and impact of SADC.
- Assist with video production and audio projects, including recording, capturing/importing media, editing footage and sound files, titling, adding music or voiceover.
- Perform any other duties as may be assigned.

**Qualifications:**

Prospective candidate should have a Master's degree (or equivalent) in Mass Communication, Journalism, Public Relations, or Digital Media.

**Skills Requirements:**

- Good communication, organizational and interpersonal skills. Strong writing skills.
- Creativity, attention to detail.
- Competency in Photoshop.
- Competency in graphic design.
- Competency in photography and videography and video editing
- Excellent communication skills, and the ability to inform and engage via written and visual media.
- Competency in Communications, Public Relations, Graphic Design,
- Possess strong written skills, solid interpersonal skills, and ability to work within a team.
- Familiarity with social media platforms and content creation

**Benefits:**

- Gain hands-on experience in public relations and communication.
- Work with a talented and supportive team.
- Learn from experienced professionals in the field.
- Opportunity for growth and advancement within a multi-cultural regional the organisation

**3. Education and Skills Development Intern x1****Duties and Responsibilities:**

To assist the Senior Programme Officer, Education and Skills Development with the various regional initiatives currently being undertaken under the Education and Skills Development Key Result Area.

These include the following:

- Assist in the implementation of activities as per the Annual Operation Plan.
- Assist in monitoring the implementation of the education related regional Frameworks.
- Assist in arranging meetings, and workshops and taking records where applicable.
- Compile Ministerial decision matrix and report on the implementation of Ministerial decisions.
- Assist in drafting concept notes through conducting research and collating information necessary to inform the development process of such concept notes.

- Preparing data for publishing on the SADC website and other forms of media.
- Perform any other duties as may be assigned.

**Qualifications:**

Degree in education, economics or in any other social science fields.

**Skills Requirements:**

- Writing skills
- Communication and presentation skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills.

**4. Youth Development Intern x1**

**Duties and Responsibilities:**

The selected intern will work closely with the Senior Programme Officer – Employment, Labour and Youth at the SADC Secretariat, supporting various activities related to youth development and empowerment. The key responsibilities of the intern include:

- Assisting in organizing programmes and activities for youth in the region, including coordinating the activities of the SADC Youth Forum and its structures.
- Supporting youth participation in key decision-making platforms at global, continental, and regional levels to amplify youth voices in regional integration processes.
- Supporting youth participation in the implementation of key SADC programmes and activities across different sectors and result areas.
- Promoting engagement facilities involving youth and key stakeholders to address challenges faced by youth in constructive and progressive ways.
- Assisting in establishing and strengthening youth networks across the region, promoting unity among youth and mobilizing their involvement.
- Connecting youth and their organizations with various partners and champions of youth development.
- Contributing to the coordination of the implementation of youth-related commitments outlined in the Regional Indicative Strategic Development Plan (RISDP) 2020-2030.
- Assisting in the compilation of data, research, and information necessary for youth development initiatives.

**Qualifications:**

Prospective candidates should possess a degree in Development Studies, Social Sciences, or a related field.

**Skills Requirements:**

- Strong writing skills.
- Excellent communication and presentation skills.
- Organizational skills, including planning and time management.
- Research, analytical, and problem-solving skills.
- Ability to work well in a team and foster positive relationships with stakeholders; and
- Passion for youth development and regional integration.

**5. HIV and AIDS Intern x1****Duties and Responsibilities:**

To assist the HIV Unit, with the various regional initiatives currently being undertaken under the HIV Key result area. These include the following:

- Assist in the implementation of activities as per the Annual Operation Plan.
- Assist in monitoring the implementation of the HIV FUND supported projects.
- Assist in arranging meetings, and workshops and taking records where applicable.
- Compile Ministerial decision matrix and report on the implementation of Ministerial decisions.
- Assist in drafting concept notes through conducting research and collating information necessary to inform the development process of such concept notes.
- Preparing data for publishing on the SADC website and other forms of media.
- Perform any other duties as may be assigned.

**Qualifications:**

Degree in Public health, Epidemiology or in any other social science fields

**Skills Requirements:**

- Programmatic skills
- Minimum 1year experience in HIV and SRHR
- Writing skills
- Communication and presentation skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills

- Team building skills.

## 6. Ex - Situ Conservation Intern x1

Based at the SADC Plant Genetic Resources Centre in Lusaka, Zambia.

### **Responsibilities:**

The intern will assist with;

- conducting germination tests
- seed sample moisture testing
- supervising casual workers
- planting and monitoring field experiments
- Field and laboratory data collection and capturing in Web-SDIS.
- Processing seed samples from Member States and those for shipment to the Svalbard Global Seed Vault.
- Any other tasks as assigned from time to time
- **Knowledge of practical tissue culture is an added advantage**

### **Qualifications:**

- Degree in any Agriculture field, or Plant Genetic Resources Conservation or Seed technology
- Highly computer literate in basic computer programs

## 7. Administration and Finance Intern x1

Based at the SADC Plant Genetic Resources Centre in Lusaka, Zambia.

### **Responsibilities:**

Assist administration and finance at SPGRC with;

- Data capturing
- Filing
- Basic reconciliations
- Store records reconciliation
- Assets and Inventory Records Reconciliation
- Reconciliation of Debtors and Creditors Ledger
- Invoicing and raising orders for procurement
- Raising of Cheques
- Any other tasks as assigned from time to time

**Qualifications:**

- First degree in Accounting, Finance, or Administration.
- Highly computer literate.

**8. Forestry Intern x1****Duties and Responsibilities:**

To assist the Senior Programme Officer Natural Resources and Wildlife in the harmonization of policies on forestry management which includes the following:

- Assist in maintaining effective contact with Member States in all matters concerning forestry management and funding forestry programme.
- Assist in monitoring the performance of the Forestry Strategy and Programmes.
- Assist in convening the Technical Committee Meetings for Directors of Forestry.
- Assist in arranging forestry meetings, workshops and taking records where applicable.
- Perform any other duties as may be assigned.

**Qualifications:**

Prospective candidate should be studying toward a Degree in Forestry/ Natural Resources Management

**Skills Requirements:**

- Writing skills
- Communication and presentation skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team building skills.

**9. ICT Infrastructure Intern x1****Position Overview**

Assisting the ICT Infrastructure team in various tasks related to designing, implementing, and maintaining our organisation's information and communication technology (ICT) infrastructure. This hands-on role will provide you with valuable experience and exposure to a wide range of ICT infrastructure technologies and systems.

**Key Responsibilities:**

- Assist in designing, installing, and configuring ICT infrastructure components such as servers, network devices, storage systems, and communication systems.
- Support the ICT Infrastructure team in troubleshooting and resolving hardware, software, and network issues.
- Assist in maintaining and monitoring ICT infrastructure systems to ensure optimal performance and availability.
- Contribute to the documentation of ICT infrastructure processes, procedures, and configurations.
- Collaborate with team members to identify and implement ICT infrastructure systems and process improvements.
- Assist in managing user accounts, permissions, and access controls for ICT systems.
- Support the implementation and management of data backup and disaster recovery solutions.
- Stay updated with industry trends and best practices related to ICT infrastructure and contribute to the team's knowledge base.
- Provide general administrative support to the ICT Infrastructure team, including inventory management, asset tracking, and procurement assistance.
- Collaborate with other IT teams and stakeholders to ensure effective communication and coordination of ICT infrastructure activities.
- To assist in setting up and managing both Hybrid and virtual meeting.

### **Requirements:**

- Currently pursuing or recently completed a degree/diploma in Computer Science, Information Technology, or a related field.
- Basic understanding of ICT infrastructure components such as servers, networks, storage, and communication systems.
- Familiarity with operating systems, network protocols, and standard software applications.
- Strong problem-solving and analytical skills with the ability to learn new technologies quickly.
- Good communication skills, both written and verbal, with the ability to work effectively in a team environment.
- Attention to detail and the ability to follow instructions and procedures accurately.
- Basic knowledge of IT security principles and best practices.
- Familiarity with virtualisation technologies, cloud computing, and IT service management frameworks (e.g., ITIL) is a plus.
- Any relevant certifications or prior experience in ICT infrastructure support or administration is advantageous but optional.

### **Benefits:**



- Hands-on experience working with a diverse range of ICT infrastructure technologies.
- Exposure to real-world ICT infrastructure projects and initiatives.
- Opportunity to learn from experienced professionals in the field.
- Development of technical skills and industry knowledge.
- Networking opportunities within the organisation and the ICT industry.
- Possibility of a full-time position or future references based on performance.

## **10. Procurement Interns x2**

### **Duties and Responsibilities:**

To assist the Head of Procurement in activities under the Procurement Unit which includes assisting in the following;

- Review and analysis of applications from suppliers for inclusion on the SADC supplier database.
- Preparation of the Prequalified list of suppliers for SADC Secretariat.
- Updating the supplier database;
- Contract management and documentation;
- Preparation of bidding documents and evaluation reports / price analysis;
- Sourcing quotations for routine items;
- Preparation of purchase order
- Checking completeness of procurement documentation;
- Implementation of the various procurement related tasks;
- Undertaking routine follow up actions on procurement on behalf of the team;
- Preparation of monthly reports; and
- Perform any other duties as may be assigned.

### **Qualifications:**

Bachelor's Degree in Procurement, Logistics, Supply Chain Management, Business Administration, or any related field.

### **Skills Requirements:**

- Writing skills
- Communication and presentation skills
- Computer skills (MS Applications – Word, Excel, Outlook, PowerPoint) and ability to learn and master new software programs.
- Organisational skills (planning, budgeting, time management)
- Analytical and problem-solving skills

- Ability to work independently
- Good team player

## 11. Food Security Intern x1

### Primary purpose

Facilitate and coordinate policy, planning, programming and M&E work aimed at promoting food security and reducing vulnerability in the region.

### Duties and Responsibilities:

- Facilitate and coordinate the following activities:
  - Development, strengthening and harmonisation of Food and Nutrition Security policies, strategies, regulations, and standards.
  - Review, development and monitoring of protocol relevant to this focal area.
  - Strengthening of the Regional Early Warning System for Food Security
  - Development, review and implementation of relevant strategies and plans
- Development and implementation of programmes/projects aimed at:
  - Reducing social and economic vulnerability
  - Developing and coordinating long term resilience strategies
  - Promoting and facilitating adaptive capacities for food and nutrition security
  - Sharing information/best practices on vulnerability and the food/nutrition security situation
  - Strengthening the integration of the Agricultural Information and Management System database system.
- Organization of relevant Technical & Policy Meetings & Workshops
- Procurement of own programme consultancies and supervision of consultants
- Contribute to the Monitoring and evaluation of the implementation of programmes.
- Promotion of the relevant SADC programme portfolio, pipeline, specific projects, and programme impact
- Prepare documentation for relevant official SADC meetings (technical Committees, Council, Summit etc.) and technical papers for discussion and /or publication.
- Stakeholder engagement and networking, and presentations on relevant issues pertaining to food security.
- Coordinate research, analysis (including Vulnerability Analysis and Assessment) and dissemination of information on the regional food vulnerability and early warning production:
  - Regularly collect data and information on status/profile in Member States, using primary and secondary research techniques
  - Regularly populate the regional database on food security, in line with the Agricultural Information Management System

- Prepare data for publishing on the SADC website and other forms of media.
- Mainstream cross cutting issues (e.g. Gender, HIV/ AIDS, nutrition and poverty, markets etc.) in own programmes
- Maintain effective contact with Member States in all matters related to the food and nutrition security programmes.
- Liaise with other programme directorates, as and when there is a need for joint / synergized programme implementation (i.e. GSHD, DRR, Statistics & Research Unit)
- Research and adopt best practices in own specialized area of work and maintain high level of knowledge to effectively undertake the duties of the post.
- Perform any other duties as may be assigned by the supervising officer.

### **Education Qualifications**

- At least a Bachelor's degree in agriculture economics or related technical field from a recognized institution.

### **Skills sought:**

- Knowledge and understanding of integrated programme planning, budgeting, development, administration and monitoring for livestock production.
- Proficient in the use of computers and computer software relevant to the position.

## **12. Human Resources Interns x2**

### **Main purpose of the internship:**

The Human Resources and Administration intern will directly assist the Human Resources Directorate with a wide range of projects related to, recruitment, onboarding/orientation, HR records management and updating information in the Human Resources Management Information System (HRMIS).

### **Duties and Responsibilities**

- Consolidate applications received from Member States;
- Generate a detailed Longlist for all Local and Project Positions;
- Support administrative and logistic arrangements during shortlisting and interviews;
- Draft shortlisting and interview reports;
- Assist in maintaining HR records (electronic and physical files)
- Provide support during the onboarding process of new employees,
- Review new hire paperwork for accuracy and compliance
- Support HR data collection, analysis, and reporting;
- Help with safety and wellness initiatives; and
- Perform other duties as assigned.

**Qualifications:**

- Currently pursuing a degree or possessing a degree in Human Resources Management, Business Management, Psychology, or a related field,
- Human Resources professional qualification is an added advantage.

**Skills Requirements:**

- Ability to maintain confidentiality
- Intermediate skill level in MS Excel and MS Word
- Experience/knowledge of any Human Resources Management Information System preferred
- Knowledge of interviewing or other recruiting activities preferred
- Good Communication skills
- Computerised desktop publishing and production skills
- Conflict and crisis management skills
- Interpersonal skills
- Organisational skills (planning, budgeting, time management)
- Research, analytical and problem-solving skills
- Team player