



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 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.
- Assist 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 the 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