

## **2021/2022 INTERNSHIP PROGRAMME**

The Nelson Mandela Foundation hereby invites applications for internship opportunities that exist in the Foundation. Applications are invited from unemployed South African youth between 18-30 years of age, with relevant Degree / National Diploma qualifications. Successful interns will be expected to enter into a 10 month contract. Interns will receive a monthly stipend.

### **1. Communications & Marketing & PR Internship Job Specification**

Responsibilities:

- Produce creative communications content that can be packaged to suit different needs within the organisation including but not limited to the media database health, annual report, fact sheets, website and social media platforms, short digital updates or newsletters and media monitoring.

In order to be eligible for the NMF internship, applicants must:

- Hold a qualification in communications or journalism and or relevant writing or communications experience in the NGO sector, media or marketing (or a related qualification that you are able to motivate relates to the work of the communications programme at NMF);
- Be recently graduated with little or no prior full-time work experience – preference will be given to applicants who have not previously benefitted from an internship opportunity within a South African NGO;
- Have a demonstrable interest in human rights advocacy and constitutional issues and an interest in building a career in civil society in South Africa;
- Be able to plan, prioritise work, meet deadlines, and work independently;
- Be systematic and thorough in their approach to work, with excellent attention to detail;
- Strong computer skills (e.g., Microsoft Word & Excel, Facebook, website design, Instagram, Twitter, Google apps)
- Show a demonstrated ability to multi-task and ability to prioritize across multiple projects and social media platforms
- Ability to write for public consumption.
- Must be willing and able to work in teams and be a self-starter

### **2. Archives Internship Job Specification**

Roles & Responsibilities

- Accessioning, processing, sorting and maintaining physical and digital archival materials according to archival standards;
- Updating and standardising metadata relating to NMF collections;
- Assisting in the implementation of various special projects, including digitisation, publication development, and exhibition preparation, as required;
- Responding and assisting researchers who consult the archive.
- Assisting with exhibition tours on occasion
- Participating and assisting with various NMF activities as required by all staff members

## **ELIGIBILITY**

In order to be eligible for the NMF internship, applicants must:

- Hold a qualification in information studies, history or heritage management (or a related qualification that you are able to motivate relates to the work of the archival programme at NMF);
- Be recently graduated with no prior full-time work experience – preference will be given to applicants who have not previously benefitted from an internship opportunity within a South African NGO;
- Have a demonstrable interest in human rights advocacy and constitutional issues and an interest in building a career in civil society in South Africa;
- Have some experience of working with archival collections, and an understanding of the need for careful handling of archival material and artifacts – *preferable*
- Be able to plan, prioritise work, meet deadlines, and work independently;
- Be systematic and thorough in their approach to work, with excellent attention to detail;
- Be competent in Microsoft Office software;
- Be fit and able to lift archive boxes and move loaded carts.

### 3. Dialogue Internship Job Specification

#### Roles & Responsibilities

- Assisting dialogue team on logistics on upcoming events including managing registers, templates and other logistical issues
- Planning and coordination of travel logistics
- Taking minutes of meetings and writing donor reports
- Assisting with research on key focus areas for the dialogue programme
- Assisting in providing content to various departments
- Data capturing
- Will be doing work related to, but not limited to, Early Childhood Development (ECD); Land and Local government
- Ad hoc Tasks

#### ELIGIBILITY

In order to be eligible for the NMF Dialogue internship, applicants must:

- Hold a qualification in Social Science or Commerce (or a related qualification that you are able to motivate relates to the work of the Dialogue programme at NMF);
- Have a demonstrable interest in human rights advocacy and constitutional issues and an interest in building a career in civil society in South Africa;
- Be able to plan, prioritise work, meet deadlines, and work independently;
- Be systematic and thorough in their approach to work, with excellent attention to detail;
- Be competent in Microsoft Office software
- Needs to be proficient in English and at least one other South African language

### 4. CEO's Office Internship Job Specification

#### Roles & Responsibilities

- Support our the CEO's office programme directors with the day to day follow up of their various tasks and responsibilities:
- Office admin tasks: welcome guests, arrange meeting rooms, prepare meetings, incoming calls, etc.

- Client project support: administrative follow up of various interim & consulting projects: contracting, filing, keeping project information up to date in NetSuite system
- Event management: logistics, registrations, materials, catering, follow up, etc
- Partner support: agenda management, meeting planning & minutes, CRM updates, distribution of board meeting packs, etc.
- May be requested to cover receptionist.

## ELIGIBILITY

In order to be eligible for the NMF internship, applicants must:

- Hold a qualification in Office management or business studies (or a related qualification that you are able to motivate relates to the work of the Finance and Support services department at the NMF);
- Be recently graduated with no prior full-time work experience – preference will be given to applicants who have not previously benefitted from an internship opportunity within a South African NGO;
- Have a demonstrable interest in human rights advocacy and constitutional issues and an interest in building a career in civil society in South Africa;
- Be able to plan, prioritise work, meet deadlines, and work independently;
- Be systematic and thorough in their approach to work, with excellent attention to detail;
- Be competent in Microsoft Office software;
- Be pro-active, flexible and service minded
- Have a strong eye for detail and a sense of quality

*Note: Only Graduates who have not previously taken part in any internship programme are invited to apply.*

*Applications should be sent to the following address: [hr@nelsonmandela.org](mailto:hr@nelsonmandela.org)*

*Enquiries should be directed to Ms B.S Mzondeki 011 547 5600.*

*Closing Date: 15 April 2021.*

*Note: Preference may be given to applicants who reside in the Gauteng region.*