African Democratic Institute
Build • Uplift • Protect
Africa's Democracy

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African Democratic Institute: Call for Interns (X6)
Closing date for applications: <u>31 January 2018</u>

The African Democratic Institute (ADI) wishes to host six (6) undergraduate students, graduate students, recent graduate volunteers, and secondment placements for their *'Institutional Development Programme'*. As an NGO with limited financial resources we want to further global dialogue and action on democratization in Africa, by inviting candidates to assist in accelerating the implementation of our goals and projects. All hosted candidates will be given individual responsibilities/tasks to deliver and are provided with practical insights into democratic pillars, experience and exposure into African institutions, leadership and the political sphere.

Duration

3-12 months

What qualities are we seeking in our candidates?

Though academic and professional qualifications are important, we appreciate candidates who are well-rounded, offer practical skills and be proactive. Sought after qualities include:

- An understanding and curiosity in ADI's values, pillars and programs
- Strong interest or passion in democracy and African governance
- Good written and oral communication skills in English (fluency in a second African language encouraged)
- Solid organizational abilities
- Individual initiative, creativity and flexibility
- Strong research and computer skills
- Enjoys diverse and interactive environments

Work Hours?

Full time: 5 days a week (40 Hours)
Part time: *Negotiable*

What are the candidates expected responsibilities?

Responsibilities depend on the thematic area each intern will be assigned to. Please state your area of interest in your application, including a brief in your cover letter as to why this area suits you:

1. Communications and Social Media Content Development and Dissemination
2. Research
3. Constitutionalism in Southern Africa
4. Election Processes & Monitoring
5. Policy Development

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Who can apply & what documents do we need?

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- All African nationalities with the right to live and work in South Africa.
- Candidate cannot be older than 35 years of age
- Full CV
- Cover Letter stating why you wish to apply (max.1 page); if you have an interest in a particular program, please detail that in your cover letter.
- Most recent academic records (where relevant)

Please note however that while we endeavour to place successful applicants with the program of their choice, this may not always be possible.

What does ADI promise each candidate?

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- To integrate you both into Johannesburg and the broader African developmental space ☐

- Offer you a organizational presentation that will equip you with a comprehensive understanding of ADI ☐

- Expose you to the key stakeholders in all spheres (political, social, economic, private sector etc.) who drive or influence Africa's development ☐

- Provide you with training (in house, external or ad hoc) as needed in executing your work ☐

- Assign you with a mentor within or outside of the work environment who can provide assistance with queries, career planning, offer guidance etc. ☐

- Offer access to ADI's large network pool ☐

- Provide a letter of recommendation on completion of candidates placement with ADI ☐

- Conduct three evaluations pre, during and post your placement which will allows us to identify areas needing development in order to improve the candidate's experience. ☐

Budget

Due to limited financial resources, this is an **unpaid** internship; however ADI does provide a transport budget, including meals during the performance of their duties at the office.

If interested send an email with your CV and cover letter stating why you are equipped to undertake this position to: info@african-di.org

Website: www.african-di.org

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