

## **Internship**

### ***Nhimbe Global Affairs Observatory (Cultural Governance - Policy & Political roles) - Temporary***

Reporting to the Digital Culture Resilience Officer, the Intern will provide program and administrative support to the resilience function in Nhimbe. This will include the provision of administrative support in the implementation of projects, undertaking desk research on key thematic areas on digital culture resilience promotion and ecosystems in cultural economy development in Africa. The Intern will be responsible for setting up and establishing dedicated digital channels, drafting social media plans and messaging, developing content calendars, and creating engaging online material (e.g. infographics, videos, audios). The successful candidate will be a confident and proactive person – spotting opportunities and thinking creatively. S/he will have the skills to identify and engage a range of target audiences online. S/he will need a proven track record in digital media. A flexible and cooperative team approach and good interpersonal and communication skills are essential.

The role will be based in Bulawayo, Zimbabwe.

This is a full-time paid Internship for six months. The Intern will work five days per week (35- 40 hours).

### **Responsibilities**

- Reviewing new technologies and exploring new developments in the digital landscape to ensure Nhimbe communications exploit emerging trends and remain relevant to their audience;
- Assist in the identification of opportunities for technical assistance;
- Capacity assessment for partners staff on the integration of digital culture resilience in their programs;
- Drafting social media plans and messaging, developing content calendars and conducting digital campaigns;
- Liaising with external and internal partners for integrated online and offline campaigns.
- Creating engaging online material (e.g. infographics, HTML5, creative imagery and video content);
- Providing data analysis and evaluation of Nhimbe digital media activities;
- Work with the partnership and resource mobilisation teams to identify and map partners for joint programming and resource mobilisation.

## **Core Competencies**

### Communication

- Clear and effective written and verbal communication skills
- Curiosity and willingness to ask questions
- Ability to diplomatically and tactfully adapt tone, language, and style when communicating with a variety of audiences

### Teamwork

- Open-minded, collaborative team mentality
- Willingness to receive and grow from constructive criticism
- Comfortable placing the team agenda before personal agenda and sharing responsibility for goals and setbacks

### Client Orientation

- Create and maintain productive partnerships with clients based on mutual respect
- See things from clients' perspective in order to identify needs and match them to solutions
- Stay abreast of developments related to clients in order to anticipate problems

### Education

Applicants must at the time of application meet one of the following requirements:

- Be enrolled in a graduate school programme (second university degree or equivalent, or higher).
- Be enrolled in the final academic year of a first university degree program (minimum Bachelor's level or equivalent).
- Have graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation.

Be computer literate in standard software applications.

Have demonstrated keen interest in the work of Nhimbe Trust in particular and the African creative sector in general.



Have a demonstrated ability to value the protection and promotion of the diversity of cultural expressions (2005 UNESCO Convention).

#### Preferred Area of Studies

University degree in Journalism, Graphic Design, Multimedia Arts and Communications, Communication Sciences, or any other field deemed relevant to the subject areas covered by the Programme for the purpose of this internship.

Knowledge of the Adobe Creative Suite (InDesign, Illustrator and Photoshop) would be an asset along with video/audio editing skills.

#### Work Experience

Applicants are not required to have professional work experience for participation in the programme.

#### Languages

English and French are the working languages of Nhimbe Secretariat. For this internship, fluency in oral and written English is required.

#### **Assessment**

Potential candidates will be contacted by hiring manager directly for further consideration.

#### **Special Notice**

Your application for this internship must include:

- An application covering Personal History Profile (PHP), be sure to include all past work experiences, IT Skills, and three references.
- Proof of university enrollment.
- List the IT skills and programmes that you are proficient in using, and explain why you are the best candidate for the internship and what you hope to gain from the internship.
- A certified copy of degree certificate (if you have already graduated).

*ONLY successful candidates will be contacted.*



### **Nhimbe Trust Considerations**

Due consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with Nhimbe if they have committed violations of international human rights law, violations of international development law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. Nhimbe places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary partnerships. The Nhimbe Secretariat is an alcohol free and a non-smoking environment.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the Internship opening and the applicable internal policies of Nhimbe including Staff Regulations and Rules, administrative issuances and guidelines. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Incomplete applications will not be taken into consideration, so please ensure you provide the information requested. We regret to advise that we will only be contacting short-listed candidates. Applicants called for an interview will be assessed on the core competencies listed above.

To those applicants not short-listed, we extend our appreciation for considering Nhimbe Trust as a potential employer.

All applications must be received before 11:55PM (Zimbabwe Standard Time) on or before October 30, 2019

Send Application to: [joshnyap@nhimbe.org](mailto:joshnyap@nhimbe.org)