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SANORD INTERNSHIP 2019

SANORD is a non-profit organization committed to advancing strategic, multilateral academic networking and collaboration between Southern African and Nordic institutions of higher education and research. SANORD seeks to address new local and global challenges of innovation and development. Part of its strategic goals is to further develop the network by creating opportunities for students to grow and get international exposure.

SANORD therefore invite students from their network of Nordic institutions to work at the ***SANORD Central Office based at the University of the Western Cape, Bellville, Cape Town, South Africa.*** There are two (two) internship positions available at the Central office for 2019. The internship is for a minimum period of 6 months, starting from 15 January – 15 December 2019. The internship periods can be negotiated and discussed with the Central Office Administration.

Responsibilities in 4 Key Areas (KAs)

KA 1. Set up and maintain communication structures by:

- Updating the website on a daily basis as required
- Updating and interacting on the Social Media Channels e.g. Facebook, Twitter on a daily basis as required
- Compiling and distributing newsletters (Campaign Monitor Template) to members' monthly
- Sending relevant information and requests to members when needed.

KA 2. Improve SANORD visibility:

- Preparing the hand over documents for incoming intern
- Assist with orientation of incoming intern

KA 3. Monitor Campaign Monitor channels:

- Producing reports of each newsletter edition
- Extracting reports on Google Analytics of SANORD web portal traffic
- Monitoring and reporting on Reach and Engagement in Social Media platforms
- Monitoring for evaluating the stationary channels such as LinkedIn, Google+, Wikipedia

KA 4. General duties:

- Some research activities
- Assist with planning of the SANORD academic activities, such as conferences.
- Assists with the development of the newly established working groups.

- Administrative duties including word processing and database management.

Criteria for your application to be considered:

- Studying towards a Master's degree (preferably in 2nd year)
- Good command of the English Language (both written and spoken language skills)
- Bachelor's degree in e.g. Intercultural Communication, Journalism, Communication, Public Relations, Web Design, Development studies, Health Sciences, Psychology or any related field
- Good communication skills: you should be familiar with different kinds of social media platforms and channels with an interest in text editing, experience with web content management, Campaign Monitor System (CMS) would be an asset, and good computing skills (Microsoft programmes, e.g. Word, Excel,
- Drive to improve our digital communication, such as Newsletter, Website etc. in cooperation with the SCO Management
- Independent can-do attitude
- Flexibility, ability and motivation for teamwork in an international and multicultural environment.
- Flexibility to settle into a Southern African culture and environment.
- Comfortable to stay in on-campus student residence.

SANORD will provide the following benefits that include:

- Student registration fees for access to UWC and its facilities
- On campus residential accommodation for the duration of the internship period
- Monthly stipend of **R5000** for the duration of the internship period (adequate living allowance)
- Medical Insurance with preferred medical facilities.
- Opportunity to participate in scholarly activities, seminars and symposia relevant to the field of study.

Your institution will provide the following benefits that include:

- Visa application costs
- Return air ticket
- Subsistence to travel from home to SANORD Office in Cape Town, South Africa
Please enquire at your university's International Office about the internship and the provision of travel costs (the SANORD Contact person at the International Office).

How to apply:

Please forward your CV with a motivation letter recommending why your application should be considered. Applications should be submitted with the subject head: **INTERNSHIP 2019 to: sanordcentraloffice@gmail.com & mdavis@uwc.ac.za**

Deadline for applications is 15 November 2018.