



Call for Internships - 2018

EISA is a continental non-governmental organisation located in Johannesburg, South Africa with field offices in the Democratic Republic of Congo, Gabon, Madagascar, Mozambique, Somalia and Zimbabwe. EISA strives for “An African continent where democratic governance, human rights and citizen participation are upheld in a peaceful environment”. EISA **has two 2018 internship vacancies** and seeks to offer committed, energetic and enthusiastic interns an experience in a dynamic and challenging environment working with an international team of experienced and insightful colleagues drawn from across Africa. This is a full time one year internship located at the EISA head office and for which EISA offers a modest stipend.

During the year of internship responsibilities will cover:

- Providing assistance with background research and information gathering (desk top/secondary research),
- Assisting with field work research where necessary (primary research),
- Supervised writing tasks,
- Assisting with the organisation and logistics of workshops, seminars, conferences and election observation missions
- Drafting meeting minutes, conference, workshop and/or seminar reports,
- Routine administrative tasks (filing, photocopying, arranging meetings, flight schedules),
- Assisting with updating content of the EISA website,
- Attending events and conferences on behalf of the organisation if requested.

Candidates should have:

- At least an undergraduate degree in the arts, humanities and social sciences - preferably in political studies or international relations.
- Interest in governance and democracy issues on the continent
- Drive, initiative, creativity, innovation and a willingness to learn. Some experience of primary and secondary research will be an added advantage.
- Some minimum administrative, organisational, and communication skills, attention to detail, and competence in the use of a variety of general office computer software;
- Excellent command of English, a good working knowledge of a second South African and/or continental African language preferable
- The ability to work under direction towards working with greater independence
- Be willing to travel around and beyond South Africa to countries on the continent

To apply send in a completed CV, with qualifications and a motivating letter from an academic supervisor/tutor or an academic referee. The application should include a cover letter in which you state your motivation for wanting to work at EISA, **by Friday 9th February, 5.30pm** to Ms Zahira Seedat at zahira@eisa.org.za. Only short-listed candidates will be contacted for an interview. EISA reserves the right not to appoint. The internship is

open to South African residents and work permit holders. **For more information** about EISA visit www.eisa.org.za