

Title:	Intern – Communications
Main Duty Station and Location:	SACREEE Secretariat, Windhoek, Namibia
Remuneration	Monthly stipend
Expected Start Date:	01 February 2024
Duration of Appointment:	10 months - Fixed
Publication Date:	14 December 2023
Deadline for Application:	08 January 2024
Send Applications to:	recruitment@sacreee.org

Qualified Namibian candidates are encouraged to apply for the above-mentioned vacancy by submitting a complete and comprehensive Curriculum Vitae (CV) and a letter of interest, including details of three professional references by email. Only qualified candidates will be contacted if their application is shortlisted. Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

ORGANIZATIONAL CONTEXT

SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) is a regional centre of excellence that aims at providing a platform for stakeholders in the renewable energy (RE) and energy efficiency (EE) sectors to collectively address existing challenges and scale-up the uptake of RE technologies and EE measures with a view to contribute significantly to the regional energy mix and assist the Member States in increasing energy access and improving energy security. The Centre focuses on the promotion of RE and EE technologies and the development of markets, through sharing information and best practices, developing sound policy, regulatory, and legal frameworks, and building the capacity within SADC Member States.

INTERNSHIP

SACREEE is offering an opportunity for one Intern in the field of Communications to a young graduate to gain experience working in the sustainable energy environment by participating in and facilitating communications, policy advocacy and visibility aspects in the SADC region.

SCOPE OF WORK

Under the supervision of the Project Support Officer, the - **Communications** Intern will support the following tasks:

- Communicating and disseminating activities of the SACREEE projects and programmes including the 2024 SADC Sustainable Energy Week.

- Collecting and documenting articles from different activities by SACREEE, its partners and the sustainable energy community at large and other communication related works.
- Writing success stories and documenting lessons coming out of different pilot interventions for web-sites and publications.
- Assisting in the preparation of information materials such as press kits, press releases, fact sheets, and brochures for the media and other target audiences such as cooperating partners concerning the SACREEE activities.
- Developing and preparing branding and promotional materials to increase SACREEE's visibility.
- Disseminating projects' communication materials to identified stakeholders
- Preparing and packaging quality presentations and knowledge products.
- Assisting in developing awareness-raising, policy advocacy and visibility activities especially the 2024 SADC Sustainable Energy Week.
- Handling office tasks, such as filing, generating reports, transcribing minutes from meetings, creating presentations, and conducting research.
- Providing logistical assistance in meetings, webinars, conferences, and seminars.
- Writing and editing documents such as letters, memos, and instructional documents.
- Creating content and posting on social media.
- Tracking and updating RE & EE online material trends, news stories, etc.
- Communicating regularly with all stakeholders.
- Performing other duties, as may be required.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

At minimum, must have completed a Bachelor's Degree within the last 12 months or in the final year of studies in Communications, Journalism, International Relations, Humanities, Development, Liberal Arts or other relevant discipline, or its equivalent.

Experience:

Experience in media, public information and dissemination, and writing for web focusing on development issues would be an advantage.

Eligibility:

Candidate must be a Namibian citizen or permanent resident.

Languages: Proficiency in English, and one other working language of the SADC Community (French or Portuguese) would be an added advantage.

REQUIRED COMPETENCIES

Core values:

- Integrity
- Professionalism
- Respect for diversity



Core competencies:

- Results orientation and accountability
- Planning and organizing abilities
- Communication and trust
- Team orientation
- Client orientation
- Organizational development and innovation
- Solid understanding of project management principles
- Innovative and strategic mindset

Interested individuals should submit a detailed CV and motivation letter specifying their skills and any experience based on those listed above.

Applications clearly indicating the specific internship notice applied for, should be addressed and submitted via email to:

The Executive Director
SACREEE Secretariat
Windhoek, Namibia

Email: recruitment@sacreee.org

The applications should reach the above-mentioned email address on or before January 8, 2024 23:59 PM Central Africa Time.

SACREEE promotes equal opportunities for women and men and particularly encourages and promotes employment for people with disabilities