



## **Call for Internship 2021**

EISA is a continental non-governmental organisation located in Johannesburg, South Africa, with a regional office in Côte d'Ivoire and field offices in Central African Republic, Côte d'Ivoire, the Democratic Republic of Congo, Central Gabon, Madagascar, Mozambique, Niger, Somalia and Zimbabwe. EISA also has projects in Burundi and Tanzania. EISA strives for “An African continent where democratic governance, human rights and citizen participation are upheld in a peaceful environment”.

EISA is offering a full-time internship in 2021, based at the Johannesburg Head Office to a committed, energetic and enthusiastic intern working with an international team of experienced and insightful colleagues drawn from across Africa. EISA offers a modest stipend.

The position is open to South African nationals and non-nationals who have a valid work permit and permanent residency.

### **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 and participating in events and conferences on behalf of the organisation as requested

### **Candidates should have**

- A Masters 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.
- Written and spoken fluency in English and French.
- 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 one writing sample, as well as a motivating letter from an academic supervisor/tutor. This should include a cover letter in which you state your motivation for wanting to work at EISA, **by Tuesday 27<sup>th</sup> January 2021, 5.30pm** to **Ms Zahira Seedat** at [zahira@eisa.org](mailto:zahira@eisa.org). Only short-listed candidates will be contacted for an interview. EISA reserves the right not to appoint.

**For more information** about EISA visit [www.eisa.org](http://www.eisa.org)