**JULY 2025 INTERN ROLES AND RESPONSIBILITIES**

**Before applying for an internship with Help Lesotho, please review the roles and responsibilities of the various internship positions carefully. You will be required to indicate which internship you are applying for while completing the application form.**

**Only applications received through the application form will be considered (please do not email directly!)**

**Please note that no compensation is available for transport, accommodation or relocation expenses.**

[**APPLICATION FORM**](https://forms.gle/X81U8FnpVJmpPdH27)

**Note that after you complete and submit the application form online, you must send your CV by email to apply@helplesotho.org. Please ensure that the file name of your CV includes your name (the same name you use on the application form).**

**Your application will not be considered until both the online application form and emailed CV have been received.**

**Application Deadline: 8 July 2025**

Internships

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# **Monitoring and Evaluation Professional Internship (1 available)**

**Qualifications:**

* Completion of a Help Lesotho program
* Relevant degree
* Experience in collecting and analyzing social impact data
* Proficiency with Microsoft software

**Professional Internship Role Description:**

* Maintain program and impact monitoring tools;
* Maintain Help Lesotho beneficiary database;
* Assist in developing a structured monitoring and evaluation plan;
* Assist in conducting case studies, stories and surveys for various programs;
* Assist in compiling quarterly spotlight beneficiary stories and profiles including photos;
* Capture and analyze collected data;
* Ensure that all M&E documents are properly filed and readily available;
* Assist in the preparation of monthly consolidated statistical reports;
* Review M&E reports for accuracy;
* Take an active role in planning, developing, implementation and facilitation monthly community engagements projects;
* Act as a role model to positively influence local youth and HL beneficiaries;
* Accurately complete daily timesheet and tracking of hours;
* Maintain a professional, honest and responsible attitude, be self-motivated, take initiative and demonstrate dedication to team work; and
* Undertake any other duties assigned by M&EA.

**Expectations:**

* Be based at Help Lesotho’s Hlotse Centre (behind Linare Football Pitch) 4 days a week
* Occasional travel to program sites (travel costs covered by Help Lesotho)
* Commit to a one-year internship (July 2025 – June 2026)
* Receive a monthly stipend of M2400

# **Administration Professional Internship (1 available)**

**Qualifications:**

* Completion of a Help Lesotho program
* Relevant degree
* Experience in inventory management
* Strong organizational skills
* Proficiency with Microsoft software

**Professional Internship Role Description:**

* Assist with managing and tracking program-related inventory and supplies to make sure it is always up to date;
* Oversee the acquisition, storage and record keeping of office supplies, household supplies, and food supplies;
* Be responsible for scheduling and keeping a calendar of activities held at Seotlong Training and Conference facilities and sharing it with all staff on monthly basis;
* Be responsible for managing and allocation bookings for the facility;
* Assist with monitoring the menus, cooking and serving of meals and refreshments so that health standards are met;
* Support local and international staff members, volunteers and visitors with their lodging needs;
* Act as a role model to positively influence local youth and HL beneficiaries;
* Accurately complete daily timesheet and tracking of hours;
* Maintain a professional, honest and responsible attitude, be self-motivated, take initiative and demonstrate dedication to team work; and
* Undertake any other duties assigned.

**Expectations:**

* Be based at Help Lesotho’s Hlotse Centre (behind Linare Football Pitch) 4 days a week
* Commit to a one-year internship (July 2025 – June 2026)
* Receive a monthly stipend of M2400

# **Computer and IT Professional Internship (1 available)**

**Qualifications:**

* Completion of a Help Lesotho program
* Relevant degree
* Proficiency with PCs and Microsoft software

**Professional Internship Role Description:**

* Assist the Help Lesotho Centre Computer Instructor (CI) and Hlotse Centre Supervisor (HCS) to organize, supervise, facilitate and execute Help Lesotho computer lab programming;
* Provide facilitation and instruction for computer skills training course;
* Provide facilitation and instruction for career preparation with computer sessions;
* Provide facilitation and instruction to children, youth and adults about basic computer use;
* Provide feedback, comments, suggestions to the CI and HCS;
* Submit reports and information to required standards in a timely manner;
* Act as a role model to positively influence local youth and HL beneficiaries;
* Accurately complete daily timesheet and tracking of hours;
* Maintain a professional, honest and responsible attitude, be self-motivated, take initiative and demonstrate dedication to team work; and
* Undertake any other duties assigned.

**Expectations:**

* Be based at Help Lesotho’s Hlotse Centre (behind Linare Football Pitch) 4 days a week
* Commit to a one-year internship (July 2025 – June 2026)
* Receive a monthly stipend of M2400

# **Photography and Videography Professional Internship (1 available)**

**Qualifications:**

* Completion of a Help Lesotho program
* Relevant degree
* Experience with capturing social impact through photos and videos
* Proficiency with Microsoft software, Canva and social media platforms

**Professional Internship Role Description:**

* Document program activities, events, and daily operations through high-quality photography and videography;
* Capture portraits and testimonials of program participants, beneficiaries, and staff;
* Produce compelling photo essays and short videos to showcase the impact of Help Lesotho’s work;
* Assist in developing visual narratives aligned with the organization’s communication strategy;
* Edit photos for use across digital and print platforms, ensuring quality, consistency, and proper branding;
* Travel to program sites and rural communities to gather visual content;
* Organize and catalogue all captured media in Help Lesotho’s digital library;
* Ensure photos and videos are correctly tagged, labeled, and stored for easy retrieval;
* Work closely with the communications, programs, and M&E teams to understand visual needs;
* Ensure all content aligns with Help Lesotho’s visual identity, branding guidelines, and messaging;
* Assist in drafting captions, short posts, or descriptions for social media and newsletters;
* Act as a role model to positively influence local youth and HL beneficiaries;
* Accurately complete daily timesheet and tracking of hours;
* Maintain a professional, honest and responsible attitude, be self-motivated, take initiative and demonstrate dedication to team work; and
* Undertake any other duties assigned.

**Expectations:**

* Be based at Help Lesotho’s Hlotse Centre (behind Linare Football Pitch) 4 days a week
* Occasional travel to program sites (travel costs covered by Help Lesotho)
* Commit to a one-year internship (July 2025 – June 2026)
* Receive a monthly stipend of M2400

# **Psychosocial Support Internship (6 available)**

***\*note that the PSS Internship has a different structure than the other four Professional Internship positions. The PSS Internship is a combination of psychosocial training and supporting Help Lesotho programs for children and youth.***

**Qualifications:**

* Degree in social work or counseling
* Interest in engaging in activities with children and youth
* Experience in working with vulnerable populations
* Completion of a leadership/life skills-based program
  + Preference to applicants who have completed a Help Lesotho program

**Internship Role Description:**

* Support activities designed to welcome children and youth the Help Lesotho’s Seotlong Centres in Hlotse and/or Pitseng;
* Act as a role model to Help Lesotho beneficiaries;
* Engage in active listening opportunities with children and youth;
* Refer children and youth to Help Lesotho’s Psychosocial Support team as needed;
* Complete Help Lesotho’s 12-part Psychosocial Support Training Course;
* After completing the Psychosocial Support Training Course, help facilitate PSS content to Help Lesotho program participants;
* Participate in the development of PSS discussion materials for various populations;
* Receive training to deliver one-on-one PSS with program participants in person and over the phone;
* Accurately complete daily timesheet and tracking of hours;
* Maintain a professional, honest and responsible attitude, be self-motivated, take initiative and demonstrate dedication to team work; and
* Undertake any other duties assigned.

**Expectations:**

* Be based at Help Lesotho’s Hlotse Centre (behind Linare Football Pitch) and/or Help Lesotho’s Pitseng Centre (near Raphoka Primary) for 15 hours a week
  + Note that interns are expected to be available for at least two Saturdays/month, and the majority of the weekly hours will occur in the afternoons during after-school hours
* Commit to a one-year internship (July 2025 – June 2026)
* Receive a monthly stipend of M1400