SOUTHERN AFRICAN INSTITUTE *for* POLICY AND RESEARCH

SAIPAR INTERNSHIP PROGRAMME

A.   Background

The Southern African Institute for Policy and Research (SAIPAR) aims to be Southern Africa's leading research authority, knowledge centre, and dialogue facilitator concerning policy-oriented issues and development. SAIPAR coordinates an Internship Programme for recent graduates of undergraduate programmes in the social sciences and development. As a function of its capacity building programme, SAIPAR's internship programme is designed to give post-baccalaureate students the opportunity to build research, publishing, and administration skills in an academic setting. It aims at providing interns an opportunity to share their experiences and gain and improve skills in research in the social sciences and development. This is done through research assignments and working on SAIPAR programmes. SAIPAR accepts post-baccalaureate and graduate interns from Zambian, Southern African, and foreign universities.

B.   Objectives of the Internship

1.   To develop skills and build capacity of interns to enhance their knowledge and capacity to do research in the relevant field in the social sciences and development.

2.   To contribute to SAIPAR's research and training programmes.

3.   To give the intern the opportunity to work in a research institute.

C.   Terms and Conditions of the Internship

1.   The Intern will be involved in the daily work of SAIPAR and work under the guidance of a mentor. Periodic reviews of progress and discussions to address challenges, if any, will be part of the mentorship, inclusive of a self-evaluation and mentor evaluation at the end of the programme.

2.   The Intern will be under the overall supervision of the Director of Research and Programmes.

3.   A publication (a research report, SAIPAR Occasional Paper, or article for a SAIPAR publication) will be produced by the end of the internship. This activity will be under the guidance of the Mentor and material shall be presented at SAIPAR's seminars.

4.   The Intern will be expected to spend at least a minimum of 5 hours a day during all work-days of the week working at the SAIPAR offices.

5.   Internships will be generally for a 3 months period. This can be renewable for a further period that will be determined by the SAIPAR Internship Committee. The length of the period will depend on the research or project on which the Intern is requested to work.

6.   The internship can be terminated by giving one week notice on either side. A certificate will not be issues in the event of termination.

7.   The Intern will draw up a weekly programme of work, which will be submitted to the Mentor for approval. The submission will be done every Thursday of the preceding week. Monthly reports will be submitted one week after the end of each month, for a total of 3 monthly reports.

8.   Interns will work as a team along with SAIPAR staff and their specific Mentor. The exact roles and responsibilities, review scheduling, and other information will be communicated to the Intern by the Mentor.

9.   The Intern is expected to provide their own personal laptop but will have access to the SAIPAR facilities such as office and internet facilities.

10.   Interns shall participate as needed in SAIPAR's events and activities during their stay at SAIPAR and are expected to bond with the SAIPAR work culture.

11.   After the satisfactory completion of the internship programme, the Intern will receive a certificate from SAIPAR on their participation in the programme.

12.   Interns are treated as SAIPAR staff during their stay in terms of their obligations and confidentiality.

D.   Requirements/Eligibility

1.   Recently completed an undergraduate degree (maximum 5 years); or working on or completed a masters degree.

2.   Have a strong academic background and computing skills.

3.   Provide two references, one academic and one character.

E.   Remuneration

1.   The internship is normally not remunerated. However, SAIPAR will pay the Intern a nominal amount to cover for transport and lunch while working. All other commitments are met by the Intern.

2.   An agreement will be established between the Intern and the Director of Research and Programmes specifying the conditions of service and details of remuneration prior to the start date of the internship.

F.   SAIPAR Internship Committee

There will be an Internship Committee whose major responsibilities are:

1.   Co-ordinate the internship processes.

2.   Evaluate the applications for internship.

3.   Attend to grievances and concerns of the interns during the internship period.

4.   Review intern and mentor evaluations at the completion of the internship.

G.   Application Documents

All application documents are to be submitted to SAIPAR's Administrative Manager at lister.madubansi@saipar.org.

1.   Application form
2.   Two letters of reference
3.   Resume/CV
4.   Relevant certificates