

HABITAT FOR HUMANITY INTERNATIONAL

Housing and Human Settlement Intern - Sector Representation and Partnerships

Habitat for Humanity International (HFHI) is a global, nonprofit, Christian housing organization working in approximately 70 countries around the world. Our vision is of a world where everyone has a decent place to live. We work toward our vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families build better lives for themselves. Through shelter, we empower.

When you join Habitat for Humanity you are not only joining a global organization, but a diverse team of over 800+ people who value;

- **Humility:** We are part of something bigger than ourselves
- **Courage:** We do what's right, even when it is difficult or unpopular
- **Accountability:** We take personal responsibility for Habitat's mission

We invite you to [visit our website](#) to learn more about us, our values and how we work.

As a Housing and Human Settlement Intern you will have the opportunity to gain work-based experience through exposure and involvement in Habitat for Humanity's International Projects and also to provide exposure to a professional working environment while gaining knowledge and insight into the housing/human settlements sector. This position is based in Pretoria South Africa.

Length of internship: 12 months, full time (4 days a week).

Terms of Reference for the Internship:

Responsibilities - Under the supervision of the Housing and Human Settlements Director, the intern will focus on the following:

- Contribute to the coordination and preparatory process for the Africa Housing Forum, engaging with internal committee.
- Conduct desktop research of key housing stakeholders in the region and in selected countries and around different technical areas
- Start and manage database of key regional stakeholders and partnerships in coordination with respective subject matter experts (SMEs), regional program managers and others Habitat teams.
- Support HFH sector representation and presence strategy for key regional events and selected country events, develop concept notes for panels and sessions, coordinate speaking roles, coordination with partners, etc.
- Read, analyze and present information for use in strategy, program guidelines, program position papers, as well as business development documents around Sub-Saharan and Middle East regional priorities.
- Provide project management support on special projects with involvement in the full project management life cycle
- Assist with the planning and logistics of any program-related meetings, workshops or other events, including notetaking.
- Assist with project administrative support tasks, including official correspondence with business partners.
- Perform other tasks as assigned

Expected Outcomes - At the end of the internship, the following outcomes are envisaged:

- Completed reports, content papers, presentations and recommendations as tasked on different assignments.
- Knowledge gained of the housing/human settlements sector.
- Experience and understanding of Habitat's program-related processes and systems, enhanced skills in project management.
- Experience of a range of administrative processes in Habitat for Humanity.
- Insight and experience of working in an international Non-Profit Organization with a diverse team of people.

Essential Qualifications:

- Graduate degree in a related field – Development Studies, Public & Development Administration, Project Management, Social Sciences or Housing & Human Settlements. A postgraduate qualification would be a definite advantage.
- Have computer skills particularly MS Office, Power Point, MS Project and intermediate Excel skills.



We build strength, stability, self-reliance and shelter.

Required qualities:

- Must be well-organized, detail-oriented and be able to work well both independently and in a team environment.
- The person must enjoy research work and have a strong analytical mind.
- Must be enthusiastic, creative and self-motivated.
- Should be willing to do administrative work.
- Readily listens to other perspectives and is open to learning.
- Possesses excellent oral and written communication skills in English.
- Asks questions to clarify and exhibits interest in two-way communication.
- Interest in housing/land issues/advocacy/basic services and international development.

Other Relevant Information

- Interns are urged to complete the full term of their internship and will accordingly receive a reference on successful completion thereof.
- The intern must keep confidential any and all unpublished information made known during the internship and not publish any reports or papers on the basis of information obtained except with HFHI's written approval and authorization.

HOW TO APPLY:

Submit your CV along with a letter of motivation to emeahr@habitat.org

Kindly quote the title of the vacancy in the subject of the email. Housing and Human Settlement Intern - Sector Representation and Partnerships.

Closing Date for Applications is 31 October 2019

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.