
SANORD INTERNSHIP 2017

SANORD is a non-profit organization committed to advancing strategic, multilateral academic networking and collaboration between Southern African and Nordic institutions of higher education and research. SANORD seeks to address new local and global challenges of innovation and development. Part of its strategic goals is to further develop the network by creating opportunities for students to grow and get international exposure.

SANORD therefore invite students from their network of Nordic institutions to work at the SANORD Central Office located at the University of the Western Cape, Bellville, Cape Town, South Africa. Students could also take an opportunity at a Southern African member institution within the SANORD network that is open to host Nordic students. The list of Southern African institutions that is willing to host an Intern student will be made available shortly.

There are 2 (two) internship positions available at the Central office for 2017. The internship is for a minimum period of 6 months. Internship periods can be negotiated and discussed with the Central Office Administration.

The SANORD office will accommodate internships as follows:

- 1 February/March – July/August 2017
- 1 June/July/August – 15 December 2017.

Reporting line: SANORD Administrator and Director

Responsibilities in 4 Key Areas (KAs)

KA 1. Set up and maintain communication structures by:

- Updating the website on a daily basis as required
- Updating and interacting on the Social Media Channels e.g. Facebook, Twitter on a daily basis as required
- Compiling and distributing newsletters (Campaign Monitor Template) to members' monthly
- Sending relevant information and requests to members when needed.

KA 2. Improve SANORD visibility:

- Preparing the hand over documents for incoming intern
- Assist with orientation of incoming intern

KA 3. Monitor Campaign Monitor channels:

- Producing reports of each newsletter edition

- Extracting reports on Google Analytics of SANORD web portal traffic
- Monitoring and reporting on Reach and Engagement in Social Media platforms
- Monitoring for evaluating the stationary channels such as LinkedIn, Google+, Wikipedia

KA 4. General duties:

- Minimum research activities
- Assists with planning of the SANORD academic activities, such as conferences.
- Assists with the development of the newly established working groups
- Administrative duties for e.g. Microsoft Word programmes.

Criteria for your application to be considered:

- Studying towards a Master's degree (preferably in 2nd year)
- Good command of English Language (both written and spoken language skills)
- Bachelor's degree in e.g. Intercultural Communication, Journalism, Communication, Public Relations, Web Design or any related field
- Good communication skills: you should be familiar with different kinds of social media channels and have interest in text editing, experience with web content management, Campaign Monitor System (CMS) would be an asset, and good computing skills (Microsoft programmes, e.g. Word, Excel,
- Drive to improve our digital communication in cooperation with the SCO
- Independent can-do attitude
- Flexibility, ability and motivation for teamwork in an international and multicultural environment.
- Flexibility to settle into a Southern African culture and environment.

SANORD Office will provide the following benefits that include:

- Student registration for access to UWC and its facilities
- On campus residential accommodation for the duration of the internship period
- Monthly stipend for the duration of the internship period (amount to be specified later but covers a living allowance per month.)
- Medical Insurance with preferred medical facilities.

Your institution will provide the following benefits that include:

- Visa application costs
- Return air ticket
- Subsistence to travel from home to SANORD Office.

How to apply:

The Application form is available on the website at www.sanord.net

Please enquire at your university institution about the provision of travel costs (Contact person at the International Office).

Closing date for applications: **2 December 2016**. The selected candidate will be announced by **Wednesday, 14 December 2016**.

Please submit your applications to sanord@uwc.ac.za and mdavis@uwc.ac.za with the subject head: **STUDENT INTERNSHIP 2017**.