



seed **madagascar**

sustainable environment, education & development

Operations Support Intern/Officer

About the organisation:

SEED Madagascar is a British Charity working in partnership with communities in the southeast of Madagascar. We integrate high quality community health, sustainable livelihoods, education infrastructure and conservation programmes to support long term, sustainable change and add to international best practice through research and publications across all of our programmatic areas. We are now looking for an entry level intern/officer to work alongside national staff and strengthen our operational support to projects.

Position Overview:

Based in the coastal town of Fort Dauphin in the southeast of Madagascar, this internship will provide support with the communications, HR and administrative tasks required to run the NGO. The internship is predominantly office-based, and the diversity of activities undertaken will provide a wide-ranging experience for a young professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development work. The role is varied and there is scope for adapting the particular interests to ensuring that this is a two-way learning experience. This exciting post would suit someone with some experience or a passion to learn, and would be essential in-country experience for anyone wishing to begin a career in international development.

Title: Operational Support Intern for initial 3 months, change of title and responsibilities to Operational Support Officer subject to passing 3-month probationary review

Location: Fort Dauphin, Anosy Region, Madagascar

Timeframe: 12 months extendable

Contract: Voluntary, unsalaried for the whole 12 months

Reporting to: International Operations Manager

Duties and responsibilities:

1. Prepare reports for internal and external audiences including Annual and Ministry reports
2. Manage International advertising for posts across the International staff
3. Work with the Director of Operations and Programmes and International Operations Manager in developing administrative systems and management procedures across the NGO
4. Support the Director of Programmes and Operations and International Operations Manager in all of their day-to-day administration and HR related work
5. Assist the Director of Programmes and Operations and the International Operations Manager in writing and reviewing the organisation's policies and procedures
6. Manage storage systems and ensure effective online directories of files
7. Collate and manage statistics and development tracker across the organisation for use in Project Development documents
8. Work with the Project Development team in researching donors and elements of new projects



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9. Write minutes for a range of management meetings and assist the NGO staff with notes when required
10. Manage document storage systems and ensure effective online directories of files
11. Maintain and manage equipment inventories and logs
12. Proofread a variety of documents for teams across the organisation
13. Support incoming volunteers, including logistics and visa applications from point of acceptance until arrival
14. Support social media, newsletter and website information for the organisation's online presence
15. Any other tasks required by the International Operations Manager in line with the tasks of the post

Person specification:

- Hold an undergraduate degree relating to Development, Health, or Environment, or be able to demonstrate a passion for these areas
- Be able to work independently
- Have good all-round computing skills and experience in Microsoft Office
- Have previous experience working to deadlines and have the ability to successfully manage their time
- Communicate clearly and engagingly in written English for various purposes and platforms
- Be able to communicate verbally to encompass the range of cultures you will be working with
- To be able to proofread documents to a high standard
- To have a curious mind and a patient, problem solving attitude
- Ideally have previous experience living, working or travelling in other countries, developing countries would be an asset
- Be fluent in English, working knowledge of French would be a bonus
- Be capable and comfortable adapting to life in a least developed country with sometimes basic living conditions
- Be able to work and socialise within a small group of people and to be respectful and take personal responsibility for maintaining a good reputation for the NGO in the community
- Be able to adjust to life in another culture and a foreign language and be able to work at all times with cultural sensitivity
- Demonstrate the ability, social skills and confidence to give clear guidance and support to other members of the team in respect of the philosophy and procedures of SEED in order to protect both their safety and the reputation of the NGO.
- Be able to work to and advocate for all of SEEDs policies and procedures, safeguarding those that SEED works with and reporting any concerns appropriately.
- Be equipped with their own laptop computer (non-tablet kind)

Application procedure:

Interested applicants should send a CV and a covering letter outlining how their skills and experience match the requirements in the role description criteria to Ellie Kearns by email



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on Ellie.kearns@seedmadagascar.org. Applications will be reviewed on an ongoing basis until the right candidate is found. Long-listed applicants will have an initial informal chat with Madagascar based staff and short-listed applicants will then be offered a face-to-face interview with the London team in person.

More information on the work of SEED can be found at madagascar.co.uk.