



seed **madagascar**

sustainable environment, education & development

Operational Support Intern/Officer (Madagascar)

About the organisation:

SEED Madagascar is a British Charity working in partnership with communities in the south east 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 publication across all of our programmatic areas. We are now looking for entry level officers and managers to work alongside national staff and expand our team.

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 successful candidate will work within a combined National and International team to assist a wide variety of tasks, from supporting our social media presence, supporting the arrival of volunteers to SEED and day-to-day administration tasks. 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.

This is an excellent opportunity for a new or recent graduate to gain a rounded experience of how a small NGO operates. The role is varied and there is scope for adapting the particular interests to ensuring that this is a two way learning experience.

Initially an internship for the first three months, 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, 12 months
- Reporting to:** International Operations Manager

Duties and responsibilities

1. Supporting with incoming volunteers, including logistics and visa applications from point of acceptance until arrival
2. Supporting social media, newsletter and website information for the organisations on line presence
3. Preparation of reports for internal and external audiences including Annual Reports and Ministry reports
4. Assist the Director of Operations and International Operations Manager in all of their day-to-day administration and HR related work
5. Working with the Director of Operations and Programmes and International Operations Manager in developing administrative systems and management procedures across the NGO
6. Working across the NGO Departments on a variety of project and administration tasks, including the design of monitoring systems and activity plans
7. Construction, maintenance and management of equipment inventories and logs
8. Manage the International advertising for jobs and volunteering opportunities
9. Basic IT support
10. Writing minutes of a range of management meetings and assisting the NGO staff with notes when required
11. Working with the Project Development team in researching elements of new projects or assisting to evaluate existing ones
12. Support to the Project Development team with proof reading, data input and management of statistical information
13. Working with the Project Development team managing information regarding deadlines
14. Collating, inputting and describing project data in conjunction with department heads for a variety of audiences
15. Policy, procedure and project research
16. Any other tasks required by the International Operations Manager in line with the tasks of the post

Person specification:

- Hold an undergraduate degree in or relating to Development or Conservation 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 ability to successfully manage their time
- Communicate clearly and engagingly in written English across a range of media forms
- Be able to communicate verbally to encompass the range of cultures you will be working with
- To have a good level of written English and be able to proof read 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 a developing country, though this is not essential
- Be fluent in English. A working knowledge of French is desirable but not essential
- 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 covering letter outlining how their skills and experience match the requirements in the role description criteria to Lisa Bass by email on lisa@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.