

INTERNSHIP OPPORTUNITIES AT SAHA

The South African History Archive (SAHA) is looking for recent South African graduates with a keen interest in activism towards struggles for justice and accountability in South Africa to apply for upcoming internship opportunities at SAHA.

ABOUT SAHA

The South African History Archive (SAHA) is an independent human rights archive dedicated to documenting, supporting and promoting greater awareness of past and contemporary struggles for justice through archival practices and outreach, and the utilisation of access to information laws.

To learn more about SAHA, visit <http://www.saha.org.za>

ABOUT SAHA'S INTERNSHIP PROGRAMME

All SAHA internships are based at the SAHA offices at Constitution Hill in Johannesburg. Interns are expected to work on a full-time basis for at least 6 months (up to a maximum of 12 months) and will receive a modest monthly stipend for the duration of the internship.

To learn more about what previous interns (and volunteers) have said about their time at SAHA, please visit: http://www.saha.org.za/about_saha/volunteers_interns_at_saha.htm

In order to be eligible for any SAHA internship, an applicant must:

- Have a demonstrable interest in human rights advocacy and constitutional issues and an interest in building a career in civil society in South Africa;
- Be a South African citizen;
- Be a recent graduate with no prior full-time work experience – preference will be given to applicants who have not previously benefitted from an internship opportunity within a South African NGO;
- Be under 30 years of age;
- Hold qualifications and career aspirations that match the requirements of the internship being applied for;
- Be able to commit to the internship for 6 months;
- Be available to work on some Saturdays and after hours when there are workshops or events;
- Be able to plan, prioritize work, meet deadlines, and work independently;
- Be systematic and thorough in their approach to work, with excellent attention to detail;
- Be competent with Microsoft Office software

CURRENT INTERNSHIP OPPORTUNITIES AT SAHA

OPPORTUNITY 1: FREEDOM OF INFORMATION PROGRAMME (FOIP) INTERN

FOIP interns will support the work of the FOIP team through:

- Submitting and tracking PAIA requests made to public and private bodies under PAIA
- Assisting in the delivery of SAHA's PAIA training to NGOs, CBOs and local government
- Providing administrative support, including at stakeholder meetings
- Conducting research, as directed, into national and regional use of access to information

FOIP interns should have a degree in law, politics, journalism, or a related qualification that you are able to motivate relates to the work of FOIP. To apply to be a FOIP intern, please prepare a one-page letter of motivation (no more than 500 words) that addresses the following:

- What is the purpose of the Promotion of Access to Information Act, 2000 (PAIA)?
- What were the motivating factors behind the development of PAIA?
- Provide an example of how you think PAIA could be used to support struggles for justice in South Africa.

OPPORTUNITY 2: ARCHIVAL INTERN

Archival interns will support SAHA's work through gaining practical experience, within a well-established and respected activist archive, of the following key elements of archival work:

- Accessioning, processing and maintaining physical and digital archival materials according to archival standards;
- Updating and standardizing metadata relating to SAHA collections;
- Assisting in the implementation of various special projects, including digitisation, publication development, and exhibition preparation, as required.

Applicants for archival internships should have at least an undergraduate qualification in information studies, history and / or heritage management (or a related qualification that you are able to motivate relates to the work of the archival programme at SAHA)

To apply to be an SFJP archival intern, please prepare a one-page letter of motivation (no more than 500 words) that addresses the following:

- What is the relationship between archives and human rights? (250 – 300 words)
- One of SAHA's key objectives is to recapture lost and neglected history and to record aspects of South Africa history in the making. Which SAHA project do you think fulfils this mission? Please provide reasons for your answers. (150 – 200 words)

OPPORTUNITY 3: SUPPORT SERVICES INTERN

Support Services interns will support SAHA's work through gaining practical experience, within a well-established and respected non-profit organisation, of the following key elements of administrative work:

- Provide general administrative support in the areas of filing, document processing, finance and procurement;
- Receive visitors and attend to telephone and email enquiries in a friendly and professional way to their needs;
- Support the planning and coordination of SAHA workshops and events;
- Assist in communication functions, including maintenance of SAHA's website and contacts database.

Support Services interns should have Accounting as a Grade 12 subject, MS Office package skills/qualification and a post-matric qualification. Good command of the English language and at least 2 other official South African languages a must.

To apply to be a Support Services intern, please prepare a one-page letter of motivation (no more than 500 words) to introduce yourself and to address why sound administration and support services are vital to the successful functioning of a non-profit organisation in South Africa. Your application will be scrutinised and if you didn't follow ALL the instructions, your application will not be considered.

HOW TO APPLY FOR ANY INTERNSHIP AT SAHA

- The internship opportunities listed above are available at SAHA from Monday 4 July 2016.
- The closing date for applications is Tuesday 31 May 2016 at 5pm.
- To apply for any of these internship opportunities, applicants must submit a letter of motivation relevant to the internship being applied for, along with a CV (no longer than 2 pages) and the contact details of at least 2 referees.
- Applications should be submitted by email to recruitment@saha.org.za. The subject line of your email must include the name of the internship you are interested in applying followed by the closing date for applications, and your name - for example – ARCHIVAL INTERNSHIP – 2016/05/31 – John Smith
- Only complete applications submitted through the above email address as directed will be considered.
- Only shortlisted candidates will be contacted.
- Interviews will be conducted at the SAHA offices in Johannesburg on 8 – 9 June 2016.

Visit the SAHA website for more details on the internships and to know more about SAHA: www.saha.org.za