



## **SADC SECRETARIAT WORK-INTEGRATED LEARNING OPPORTUNITIES 2026/27 FINANCIAL YEAR**

### **1. GENDER**

**TITLE: GENDER MONITORING, EVALUATION AND RESEARCH GRADUATE X 1**

**DURATION: 12 MONTHS**

#### **EXPERIENTIAL LEARNING**

- Assist in implementation of research activities and contribute to the interpretation of findings, ensuring they inform program adaptation and learning.
- Innovatively package and disseminate gender related information to key stakeholders.
- Support preparation of Monitoring and evaluation reports, including initiatives to monitor the Gender Protocol and other SADC gender policies and strategies.
- Provide supportive input and support the regular collection of data and information on gender from directorates and Member States, using primary and secondary research and data collection techniques.
- Support projects to develop technology-driven (digital) data collection tools
- Analyse the data and information from the research commissioned
- Prepare data for publishing on the SADC website and other forms of media
- Organise sharing of technical information among Member States

#### **ACADEMIC QUALIFICATION**

At least a master's degree in Gender and Development, Development Studies or related field from a recognised institution.

#### **SKILLS REQUIREMENT**

Research, analytical and problem-solving skills  
Good technical writing and presentation skills  
Communication skills  
Networking skills  
Interpersonal skills  
Organized and detail-oriented approach to work  
Conceptual and practical thinking  
Proficient in the use of computers and computer software

#### **EXPECTED LEARNING OUTCOMES**

Learning of innovative data management techniques.

Communication and stakeholder engagement skills enhanced.  
Experience in gender programming and gender data.

## **2. INFRASTRUCTURE**

**TITLE: CYBERSECURITY INTERN X 1**

**DURATION: 3 MONTHS**

### **EXPERIENTIAL LEARNING**

- Support the facilitation of the SADC Cyber Drills and SADC Region Computer Incident Response Team (SR-CIRT) Task Force meetings
- Support the formulation and validation of the SADC Cybersecurity Model Law, Implementation Schedule and Guidelines.
- Support the capacity building initiatives for SADC Member States in domesticating the three (3) SADC Model Laws: Data Protection Model Law, Cyber Crime Model Law and E-Transaction/E-Commerce Model Law.
- Collaborate with African Forum of Computer Emergency Response Teams (AfricaCERT), Forum of Incident Response and Security Teams (FIRST) and the International Telecommunication Union (ITU) on cybersecurity related initiatives for the SADC Region.
- Provide support in the preparing draft letters, memos, agendas, reports, concept notes, project proposals, presentations related to activities pertaining to Cybersecurity in the SADC Region.
- Participate with the SADC Team in Regional, Continental and International Cybersecurity events and Cyber Drills.
- Support the formulation the SADC Model Cybersecurity Strategy.
- Analyse the areas that requires enforcement in SADC Member States in specific cybersecurity thematic areas through the Global Cybersecurity Index (GCI).

### **SKILLS REQUIREMENT**

Good IT skills.

Some experience in youth cyber hackathons.

Good knowledge of computer and application packages.

Ability to undertake research, analyse and synthesise information.

Good analytical, writing, and interpersonal skills.

Good oral presentation, report writing and workshop facilitation skills.

Good organisational, time-management and planning skills.

Experience in managing ICT projects.

Ability to produce both analytical and descriptive reports.

Ability to meet deadlines and work well under pressure.

### **FIELD OF STUDY**

Currently pursuing a degree in ICT, Telecommunications, Electrical Engineering, IT, Computer Science or related field at a recognised institution.

### **EXPECTED LEARNING OUTCOMES**

Learn how to respond and contain a Cyber Incident.

Learn how to pursue a recourse (legal action) against a person who has caused a cyber incident through the application of the relevant cybersecurity-related laws.

Learn how to prepare Cyber Drill Table Top Exercises (TTXs) and Scenarios on Cyber drill Platforms such as CyberRanges.

Learn the various tools used to monitor and respond to cyber incidents, including open source tools

Learn how to undertake satellite coordination to protect a satellite from harmful interference.

Learn how to write/prepare letters, memos, agendas, reports, concept notes, project proposals and deliver professional presentations.

Learn how to be part of CIRT and how the SR-CIRT functions.

Learn how to work in a Team (in-person and virtually).

Become knowledgeable of the SADC ICT landscape: Policies, strategies, programmes, legal and regulatory mechanisms, Indicator and key stakeholders.

Work experience with SADC ICT Subsidiarity Organisations.

Become knowledgeable on how to participate effectively in Regional, Continental and International ICT events.

### **3. SADC PLANT GENETIC RESOURCE CENTRE**

**TITLE: PROCUREMENT AND ADMINISTRATION INTERN X 1**

**DURATION: 3 MONTHS**

#### **EXPERIENTIAL LEARNING**

- Assets and Inventory Records Reconciliation
- Stores Record Reconciliation
- Raising of procurement purchase orders

#### **SKILLS REQUIREMENT**

Data entry skills

Communication

Adaptability, Teamwork and openness to learning

#### **FIELD OF STUDY**

Currently pursuing a degree in a Business-related field at a recognised institution.

#### **EXPECTED LEARNING OUTCOMES**

Knowledge in Public procurement procedures

Asset Management

Human Resource and Administrative procedures

### **4. COMMUNICATION AND PUBLIC RELATIONS**

## **TITLE: MULTIMEDIA PRODUCTION GRADUATE X 1**

**DURATION: 12 MONTHS**

### **EXPERIENTIAL LEARNING**

- Video Production and Editing: Capture and edit high-quality video content
- Content Creation: Produce, edit, and format images, infographics, and graphics for digital, social media, and web platforms using tools like Canva, Photoshop, or Illustrator
- Pre-production and Planning: Assist in brainstorming creative ideas, developing storyboards, drafting scripts, and coordinating shoot schedules

### **SKILLS REQUIREMENT**

Experience in capturing video, photo and audio content in a studio setting and at live events and live video streaming.

Experience in editing and producing video and photo content

Experience in script writing and content production planning

Strong understanding of Adobe Premiere or Final Cut, with basic knowledge of other Adobe Creative Suite applications.

### **ACADEMIC QUALIFICATION**

A degree in Journalism, Media or Communications, Photography or a related field from a recognised institution.

### **EXPECTED LEARNING OUTCOMES**

Gain a general understanding of the work and mission of SADC

Hands-on experience with the preparation and implementation of multimedia materials for a regional organisation, including editorial and outreach processes

## **5. PROCUREMENT EX-ANTE**

**TITLE : PROCUREMENT EX-ANTE INTERN X 1**

**DURATION: 3 MONTHS**

### **EXPERIENTIAL LEARNING**

- Review of procurement documents before approval to ensure compliance with Procurement policies and procedures
- Assist in checking procurement submissions for completeness and accuracy
- Preparation of Procurement review reports and summaries

### **SKILLS REQUIREMENT**

Attention to detail

Analytical and Critical thinking skills

Ability to review and interpret procurement documents

Basic knowledge of procurement procedures and compliance process

### **FIELD OF STUDY**

Currently pursuing a degree in Procurement and Supply Chain Management or equivalent - CIPS Level 6 at a recognised institution.

### **EXPECTED LEARNING OUTCOMES**

Understanding of Ex-Ante Procurement review process  
Experience in reviewing procurement documents  
Knowledge of procurement compliance and governance

## **6. FOOD, AGRICULTURE AND NATURAL RESOURCES**

### **TITLE: ENVIRONMENTAL SCIENCE GRADUATE X1**

### **DURATION: 12 MONTHS**

### **EXPERIENTIAL LEARNING**

- Prepare meeting documents (agenda, concept note, invitation letters, attendance register)
- Support meetings with logistics and drafting minutes
- Support Blue/Green/Circular economy programmes and Sustainable Land Management within the unit

### **SKILLS REQUIREMENT**

Environmental Science knowledge  
Communication skills (writing, speaking)  
Organising and coordinating meetings

### **ACADEMIC QUALIFICATION**

A degree in Biology, Geography, Oceanography, Environmental Studies, Waste Management, Sustainable Land Management or Natural Resources from a recognised institution.

### **EXPECTED LEARNING OUTCOMES**

Gain experience in diplomatic procedures  
Gain experience in international relations, negotiations and diplomacy  
Get exposure to regional environment networks and platforms