

JOB DESCRIPTION

PROGRAMMES INTERN

POSITION:	PROGRAMMES INTERN
DEPARTMENT:	PROGRAMMES & OPERATIONS
REPORTS TO:	YOUTH OFFICER
EMPLOYER:	ONE ECONOMY FOUNDATION
JOB GRADE:	A1
DUTY STATION:	WINDHOEK, KHOMAS REGION
NUMBER OF DIRECT REPORTS:	0
NUMBER OF INDIRECT REPORTS:	0

MAIN PURPOSE OF JOB

The Programmes Intern will provide direct support to the Youth Officer in the coordination, implementation, and reporting of #BeFree Youth campus programmes. The role focuses on ensuring smooth day-to-day programme execution, logistics, data collection, member communication, and stakeholder coordination. The Intern will play a vital role in programme preparation, strengthening programme delivery, enhancing participant experience, and maintaining the high-quality standards of the #BeFree Youth Campus.

KEY RESPONSIBILITIES

Programme & Event Logistics

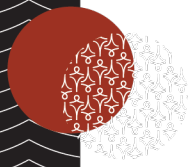
- » Provide programme assistance, coordination as instructed by supervisor and operational lead
- » Prepare venues for sessions, workshops, and events, ensuring equipment, materials, and resources are available.
- » Manage the charging, setup, and readiness of tablets for digital attendance sign-in.
- » Support setup, coordination, and breakdown of flagship events
- » Print and post weekly programme schedules across the campus.
- » Ensure all programme venues are left neat and tidy after sessions.

Participant Engagement & Communication

- » Contact members daily (calls/SMS/WhatsApp) to confirm attendance and share programme updates.
- » Distribute meal vouchers to participants and ensure proper record-keeping.
- » Provide participant support during activities, including assisting with registrations, directions, and information.
- » Support orientation and guidance of regional youth volunteers and ambassadors.

Data Collection, Monitoring & Reporting

- » Provide programme support and directed by supervisor and Director of Operations.
- » Gather daily meal statistics from the kitchen and submit to the Programme Officer.
- » Record participant attendance and support data entry for weekly and monthly programme statistics.
- » Assist with drafting meeting minutes, programme reports, and event evaluations.
- » Maintain proper physical and electronic filing systems for programme documents.



Other Duties

- » Support quality assurance of programme implementation by following up with facilitators and volunteers.
- » Perform other duties as assigned by the Youth Officer or Campus Management.

CORE COMPETENCIES

- » **Organizational Skills:** Ability to multitask, manage logistics, and meet tight deadlines.
- » **Communication:** Strong written and verbal communication skills; ability to engage with young people in a youth-friendly manner.
- » **Teamwork:** Ability to collaborate with facilitators, volunteers, and staff across diverse backgrounds.
- » **Problem-Solving:** Proactive and resourceful in resolving logistical and administrative challenges.
- » **Technology Use:** Comfortable with tablets, MS Office, and online platforms for reporting and communication.
- » **Confidentiality & Ethics:** Demonstrates respect, non-judgemental attitude, and ethical behaviour in all interactions.
- » **Youth-Centered Approach:** Passion for working with young people and fostering safe, inclusive spaces.

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements

- » Currently enrolled in or recently graduated with a degree/diploma in Communication, Social Sciences, Business Administration, Education, or related field.
- » Good command of written and spoken English.
- » Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with data entry.
- » Strong interpersonal skills and ability to work with diverse youth groups.

The following areas will be considered as an added advantage:

- » Knowledge or experience with community-based youth programmes or SRHR initiatives;
- » Ability to interact in more than one local language

One Economy Foundation is an equal opportunity employer and invites suitably qualified persons to submit their applications to **vacancies@leconomy.org** and **include Programmes Intern in the email subject.**

Please ensure that you attach a comprehensive curriculum vitae, certified proof of qualifications and all relevant documentation.

Please submit your applications on or before the closing date of **10 October 2025.**

Only shortlisted candidates will be contacted. All foreign qualifications must be evaluated by NQA (Namibia Qualifications Authority).