SADC
Parliamentary Forum
Forum Parlementaire
Fórum Parlamentar

INTERNSHIP POLICY IN RELATION TO THE INTERNSHIP PROGRAMMEAT THE SADC PARLIAMENTARY FORUM

SADC PARLIAMENTARY FORUM

Thursday, 04 June 2020

TABLE OF CONTENTS

1. PURPOSE OF INTERNSHIP PROGRAMME 2

2. SPECIFIC OBJECTIVES OF THE INTERNSHIP PROGRAMME 2

3. ELIGIBILITY CRITERIA AND APPLICATION PROCESS 3

4. OBLIGATIONS OF THE FORUM WITHIN THE INTERNSHIP PROGRAMME 4

5. OBLIGATIONS OF THE INTERN 5

6. INTELLECTUAL PROPERTY DEVELOPED DURING THE INTERNSHIP PROGRAMME 6

7. CONFIDENTIALITY 6

8. TERMINATION OF THE INTERNSHIP AGREEMENT 6

9. FUNDING FOR THE INTERNSHIP PROGRAMME 6

10. MANAGEMENT OF THE INTERNSHIP PROGRAMME 7

INTERNSHIP POLICY
IN RELATION TO THE INTERNSHIP PROGRAMME
AT THE SADC PARLIAMENTARY FORUM

1. PURPOSE OF INTERNSHIP PROGRAMME

1.1 The Internship Programme of the SADC Parliamentary Forum (SADC-PF) is developed to give an opportunity to fresh graduates who aspire to work in Parliaments or conduct parliamentary work to gain a working experience that can assist them to better define, strategise and engineer their long-term career aspirations;

1.2 This Internship Policy shall govern the terms and conditions of the Internship Programme and shall be effective on the date of its publication as approved by the Forum;

1.3 The Internship Programme shall be of a maximum duration of 6 months for every Intern, with a possibility of renewable only once, against the payment of a monthly honorarium to the Intern;

1.4 The SADC-PF shall be an equal opportunity provider in relation to the Internship Programme which will be open for application by SADC citizens.

2. SPECIFIC OBJECTIVES OF THE INTERNSHIP PROGRAMME

2.1 The specific objectives of the Internship Programme are as follows:

a) promote the belief and adhesion to the SADC identity for SADC Member States;

b) encourage the spirit of friendship and solidarity amongst SADC Member States by promoting youth inclusion and development;

c) act as a buffer which allows fresh graduates to gain working experience while awaiting permanent employment in other organisations, therefore mitigating post-university idleness and gap years;

d) build capacities for youth to engage in parliamentary work or gain employment within national Parliaments;

e) promote the democratic drive within the SADC region by assisting youth to garner experiences in parliamentary work;

f) help the youth to gain exposure and responsibility by assisting high-level Forum processes such as lending support for Committee and Plenary Assembly sittings at the Forum, under appropriate Mentor supervision;

g) promote the strategic objectives of the SADC-PF through youth empowerment and development.

2.2 In addition to the specific objectives mentioned under paragraph 2.1, the Internship Programme shall include such other objectives as may be approved by the Plenary Assembly of the Forum pursuant to a recommendation of the Executive Committee.

3. ELIGIBILITY CRITERIA AND APPLICATION PROCESS

3.1 The Internship Programme shall be advertised by the Forum on its website or through such means as may be approved by the Secretary General of the SADC-PF;

3.2 The Eligibility criteria for an Intern to apply to join the Programme are as follows:

a) Be a youth who is older than 20 and is up to 35 years of age;

b) Be a citizen of a SADC Member State;

c) Be enrolled in the final year of university/college or is a university graduate;

d) Has the right to reside and work in the Republic of Namibia. In this respect, the Forum will not be processing visas on behalf of applicants outside of Namibia but will furnish documentary evidence that an individual has been selected for an Internship Programme.

3.3 For purposes of organisational efficiency, the Forum shall select Interns based on the following consideration criteria:

a) The work areas of the Forum which require support, including for the development of ancillary services to support parliamentary work such as knowledge in Information Technology, web development, or in thematic fields such as gender equality;

b) The ability to budget for honorarium for Interns living in Namibia and the financial capability to budget for honorarium, travel and accommodation for Interns applying from outside of Namibia. The Forum reserves the right to prioritise the acceptance of Interns applying from within the Windhoek region of Namibia in case of tight financial predispositions;

c) The consideration of the merits of the application based on university grades, motivation letters and an online interview, with the Forum accepting only the best deserving candidate for the Internship;

d) Ability to speak fluently one or more working languages of the Forum (English, French and Portuguese).

3.4 Applications should be made in writing or on the electronic address provided for in the advertisement by the deadline specified. The SADC-PF reserves the right not to accept any Intern following an advertisement made;

3.5 The advertisement for the Internship Programme shall be made every year and shall mention the priority work areas of the Forum for that year;

3.6 The Forum shall upkeep and maintain a dynamic Internship Roll from which applicants may be selected to pursue an Internship at the Forum at the appropriate time, and in case of drop-outs of current Interns.

4. OBLIGATIONS OF THE FORUM WITHIN THE INTERNSHIP PROGRAMME

4.1 The Forum shall provide the Intern with the necessary exposure and work opportunities in view of building capacities in line with the specific objectives of the Programme;

4.2 The Forum shall assign a Mentor to the Intern who shall be responsible for day-to-day supervision, attribution of tasks and performance reporting;

4.3 At the beginning of each Internship, the Forum shall prepare a proposed work plan in collaboration with the Intern which shall include the tasks to be accomplished over the period of the Internship;

4.4 The Secretariat of the Forum shall ensure that the Intern evolves in a conducive work environment which is concomitant to the objectives of the Programme;

4.5 The Forum shall provide the Intern with the necessary office logistics required for work, including a computer, a work desk and usual office stationery;

4.6 The Secretariat shall ensure that the assigned Mentor conducts an induction with the Intern at the beginning of each Internship to familiarise the Intern with the operational framework of the Forum and the Administrative Rules and Regulations (Administrative Rules). The Administrative Rules shall apply to the Intern in the same way as it applies to staff of the Forum with such modifications, adaptations and exceptions as may be necessary;

4.7 The Forum shall pay, through a cashless system, the approved honorarium to the Intern every month for the duration of the Internship, and shall in addition incur any expenses related to the international travel of the Intern, if any, for the purposes of accomplishing the Work Plan.

5. OBLIGATIONS OF THE INTERN

5.1 The Intern shall comply with the Work Plan agreed upon and at all times report to the assigned Mentor;

5.2 The Intern shall be required to sign an Internship Agreement which shall specify the date of commencement of the Internship and that the Intern understands and accepts the Internship policy in its entirety;

5.3 The Intern shall request to renew the Internship period for a maximum period of 6 months only, with the request duly made in writing at least 1 month before the end of the current Internship period;

5.4 The Intern shall observe the Core Values and Guiding Principles mentioned in the Strategic Plan (2019-2023) of the Forum and endeavour to respect the Administrative Rules with such modifications, adaptations and exceptions as may be necessary;

5.5 The Intern shall cater for his or her own medical insurance or expenses while at the Forum;

5.6 The Intern shall not construe the Internship as an employment entitlement, whether of temporary or permanent nature, and shall not make any claim in relation thereto towards the Forum either during or after the end of the Internship period.

6. INTELLECTUAL PROPERTY DEVELOPED DURING THE INTERNSHIP PROGRAMME

6.1 Subject to paragraph 6.2, any intellectual property developed during the course of the Internship shall belong exclusively to the Forum;

6.2 The Forum shall recognise the Intern in the event of publication of a work which bears his or her substantive contributions.

7. CONFIDENTIALITY

7.1 The Intern shall maintain the same level of confidentiality as other staff of the Forum.

7.2 Either during or after the Internship period, the Intern shall not disclose to any third-party information which came to his attention or knowledge under the Internship Programme.

8. TERMINATION OF THE INTERNSHIP AGREEMENT

8.1 The Internship shall terminate on resignation by the Intern with a 1 (one) month notice, or at the expiration of the Internship period;

8.2 The Forum may also, after hearing the Intern and the Mentor, terminate the Internship Agreement with immediate effect in case of insubordination, lack of work, disrespect to peers, attempt at fraud or corruption or such other offences as may be mentioned under the Admin Rules of the Forum;

8.3 As far as possible, the Forum shall attempt to reconcile the interests of disgruntled parties under the Internship Programme, and give the Intern the opportunity to learn and take remedial actions.

9. FUNDING FOR THE INTERNSHIP PROGRAMME

9.1 The Forum may receive funding from donors and external sources, to finance the Internship Programme and its ancillary costs;

9.2 Interns may also be self-funded or be funded by reputable partner organisations to the Forum.

10. MANAGEMENT OF THE INTERNSHIP PROGRAMME

10.1 The management of the Internship Programme shall be conducted by the Secretary General of the SADC-PF, Ms Boemo M. Sekgoma, and the address for correspondence shall be:

SADC Parliamentary Forum
SADC Forum House
Parliament Gardens
P/Bag 13361
Windhoek
NAMIBIA
Tel: +264 61 287 0000
Fax: +264 61 247 569
Email: info@sadcpf.org

Signed:

4 June 2020

BOEMO M. SEKGOMA
SECRETARY GENERAL

DATE

SADC PARLIAMENTARY FORUM
SADC
SADC PARLIAMENTARY FORUM