

# Vacancy

One of our field partners in South Africa has the following vacancy that needs to be filled by **01 November 2024.**

**Internal Resources Intern  
(24 hours per week – Neg)**

## WORK ENVIRONMENT

Staff engage in activities to support the persecuted Church in sub-Saharan Africa (SSA) and Latin America. Through our activities we aim to strengthen the local capacity of the Persecuted Church and work with the local Church as our partner.

## PURPOSE OF THE ROLE

The Internal Communications Intern will gain valuable knowledge and experience in different media disciplines that are applied within a non-profit and particularly within the context of a Christian ministry. The intern will be part of the communications team that provides organizational stakeholders with relevant news, media, travel opportunities and speakers to connect “freer” societies with the persecuted Church in sub-Saharan Africa for the purpose of creating awareness, asking for prayer and raising funds.

## LOCATION AND TRAVELLING

This role will be based in Johannesburg, South Africa (in and around Alberton)

## QUALIFICATIONS AND QUALITIES

- In the process of completing or already have a bachelor’s degree/diploma in communication.
- Mature and committed Christian with a passion for African Christians who live out their faith in difficult and sometimes hostile environments and situations.
- Eager and able to adapt to our unique environment with its particular security requirements, structural complexity, and cultural diversity.
- Collaborative, sensitive and positive by nature.
- Eager to learn and offer support where necessary.
- Multi-tasker that is not easily frustrated by short notice changes.
- A natural problem solver with good time management.
- Ability to work with people from all cultures and backgrounds.

## KEY RESPONSIBILITIES

As the Intern within the Internal Resources Team, you will have the opportunity to be part of:

### 1. Producing news and media products:

- a. Assisting the News Desk in verifying incidents.
- b. Writing news summaries and statements for stakeholders to use on behalf of the Field ministry.
- c. Monitoring and capturing content that is used by our partners.
- d. Editing transcriptions to improve language.
- e. Share news and media on our internal platform for improved awareness in the Field office.
- f. Provide general support to the Internal Resources team to deliver content that is accurate and useful to raise prayer, awareness and funds.
- g. Track and monitor the short content pieces we produce.

## 2. Public relations work:

- a. Providing support to the Regional Speaker and IPM Coordinator by helping to set-up meetings and briefings of speakers. Providing speakers and spokespeople with the relevant information to speak to stakeholders.
- b. Identify relevant online speaking opportunities for our spokespeople through the news we publish.
- c. Provide administration support to the IPM process in our region, this may include: preparation of relevant documents, risk assessments, taking notes during briefing, updating travel manuals, compiling feedback and learning.
- d. Provide logistical support during visa applications, bookings, etc.
- e. Check expense reports.
- f. Support post travel content approvals.

### APPOINTMENT PROCESS AND HOW TO APPLY:

Please apply for this position by submitting your CV and one A4 page that briefly outlines what you bring to this role and how God has prepared you. We also would like to receive references from your previous employer(s) and local church. Please ensure that your application reach us at [hr@od4africa.org](mailto:hr@od4africa.org) no later than **09 October 2024**.

Further information can be obtained from the abovementioned email address.