



SEGA Girls' Secondary School

P.O. Box 273

Mkundi - Nguvu kazi, Kihonda Area

Morogoro, Tanzania

<https://sega.or.tz/>

SEGA Internship: Post Graduate Support Internship

Job Description

Job Title: Post Graduate Support Internship

Organization: SEGA (Secondary Education for Girls Advancement)

Location: Morogoro, Tanzania

Employment Type: Full-Time, 40 hours/week

Dates: June - August (3 months)

Pay: \$300/month

About SEGA

The Mission of Nurturing Minds is to support quality education, life skills, and entrepreneurship to help girls in Tanzania become leaders in their communities. Currently, Nurturing Minds achieves this through the development and support of the SEGA Girls' School (SEGA), a dynamic girl boarding school in Tanzania serving over 280 girls per year who otherwise would not have access to quality secondary education.

In addition to academics, the school provides programs in life skills, entrepreneurship, environmental stewardship, leadership training, and career development; and supports its graduates with continuing education scholarships. SEGA also runs a SEGA Visitors House for visitors and supporters and has recently developed a cultural exchange program where students and staff organize interesting culturally stimulating activities for visitors at the school and nearby communities. The purpose of this program is to provide students with real skills that they can apply to their own cultural tourism businesses after graduating from high school and earning money to support the school.

Position Summary

We are currently seeking a motivated and creative professional to join our team as an Intern to the Post Graduate Scholarship and Internship Manager. This position is based in Morogoro, Tanzania at the SEGA Girls School and will collaborate closely with our Career Development team, particularly with SEGA's Post Graduate Scholarship and Internship Manager, to capture and share the inspiring impact stories of our graduates and connect them with valuable internship opportunities.

Responsibilities

1. Impact Story Collection:

- Identify and reach out to recent graduates to collect their success stories, testimonials, and experiences.

- Conduct interviews, surveys, and video testimonials to document the personal and professional growth of SEGA alumni.
- Create engaging content, including written articles, videos, and social media posts, to share these stories with our community.

2. Internship Coordination:

- Cultivate and maintain strong relationships with our graduates, nurturing a sense of belonging and ongoing engagement with our organization.
- Collaborate with the Post Graduate and Internship Manager to leverage alumni connections for mentorship and networking opportunities. Research and identify internship opportunities with external organizations that align with the career goals and interests of our graduates.
- Do outreach to companies, medical institutions and organizations to develop partnerships to ensure they will accept SEGA graduates as interns.
- Coordinate the placement of graduates into internship roles and monitor their progress.
- Serve as a liaison between graduates and host organizations, providing ongoing support and feedback.
- Share with graduates internship opportunities, job openings, and other resources within our network.

3. Data Management:

- Work with the Assistant to Post Graduate and Internships (Jenifa) to maintain a database of alumni and internship partners, ensuring accurate and up-to-date records.
- Help Generate reports and analyze data to measure the impact of our alumni programs and internship placements.

Qualifications

- Bachelor's degree or equivalent work experience.
- Experience in collecting impact stories or conducting interviews is a plus.
- Excellent communication and relationship-building skills.
- Strong organizational and project management skills.
- Proficiency in Microsoft Office and social media platforms.
- Self-motivated and able to work both independently and as part of a team.

Note: The responsibilities and qualifications described in this job description are indicative and may be subject to change based on the needs of SEGA and the skills and qualifications of the successful candidate.

Position Details

Work Environment with SEGA:

- Must be able to work and live on campus in Morogoro, Tanzania.
- Must be physically and mentally capable of performing multiple tasks and able to function in a culturally diverse, fast-paced environment.
- Must be adaptable to work and living conditions that may be quite different than those found in North America.

- Must be at least 21 years of age.
- It is a plus if you are passionate about our program mission!

Provided by SEGA Girls' School and Nurturing Minds:

- USD 300/month stipend paid in Tanzanian shillings
- Reimbursement of Business visa (USD 250) in Tanzanian shillings upon arrival at SEGA Girls School
- Housing at the SEGA Girls School in our Volunteer Apartment that includes: water, Wi-Fi, cooking supplies, fridge/freezer, and electricity
- 3 meals a day at the school OR option to arrange transportation to Morogoro to purchase groceries
- Transportation to and from Dar es Salaam including pick up and drop off at Julius Nyerere International Airport
- Hotel in Dar es Salaam (*If required based on your flight schedule*)

Responsibility of Intern Before Arrival:

- Round trip flight to Dar es Salaam
- Obtain a Tanzanian Business Visa (\$250)
- Obtain travel medical insurance that includes medical evacuation
- A passport valid for a minimum of six months beyond visa issuance and/or date of entry, and at least one blank visa page, is required
- Register with the U.S. Embassy in Tanzania STEP Program
- Obtain any needed medications/vaccinations before travel

All visitors to the SEGA Girls School must be vaccinated against COVID-19

- Sign the Nurturing Minds Child Protection Policy and Release of Waiver and Liability

Orientation:

Before traveling and working with SEGA Girls' School, there will be a series of Zoom orientation calls and emails to help prepare you for your destination and job responsibilities.

Before traveling:

- We will have an orientation to discuss all travel, living, health, and safety logistics and questions.
- We will discuss cultural humility, Tanzanian culture, and what it means to be a foreign intern in Tanzania.
- You will have an opportunity to meet with SEGA's Communication Coordinator and Hospitality Coordinator, who will help you get settled in once you arrive, before arriving.
- We share with you via email visiting manuals, emergency contact lists, COVID-19 protocols, and more.

Arriving at SEGA:

- Once you arrive at SEGA the Communications and Hospitality Coordinators will greet you and help you get settled into your new home. They will discuss safety, transportation, ways to explore Morogoro and Tanzania, culture, food, and health, and give you a tour of SEGA's Campus. They will help introduce and welcome you to SEGA's staff and students.

- They will also join you at the supermarket or open-air market in Morogoro Town to purchase food items, water, toiletries, and other household essentials you may require during your stay.
- They can also give you a tour of Morogoro Town so you know where essential locations are.

Application Deadline:

To apply for this position, please submit your resume, a cover letter, and three professional references to Nurturing Minds, Cultural Exchange Coordinator, Myranda James at myranda@nurturingmindsinafrica.org with the subject line "Post Graduate Intern" - [Your Name]".

Please note that our Internship program is separate from our volunteer program. Please email us at info@nurturingmindsinafrica.org if you have further questions.

Nurturing Minds and SEGA are committed to creating a diverse and inclusive work environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, caste, age, or veteran status.