



## Job description: Internship

Nka'Thuto EduPropeller is a non-profit organisation which undertakes, through science, technology, innovation, to empower basic education learners to develop into independent thinkers and leaders of society. Aligned with the country's strategic goals and priorities, the organization particularly focuses on the educational emancipation of previously disadvantaged demographics and locations such as townships and rural areas.

Our value proposition to our customer, the learners, is that we teach scientific research and business skills through a problem-based learning approach (*using digital platforms*) to learners from previously disadvantaged communities. This is done through workshops that are facilitated by young, black professionals from similar backgrounds.

### Job Summary

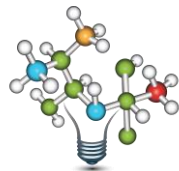
The intern is offered an opportunity to acquire practical work experience through mentoring and exposure to programmes of Nka'Thuto EduPropeller. They will work closely with the projects manager to implement the programmes of the organisation. This role requires an articulate individual ideally with the ability to speak, in addition to English, either isiZulu and/or SeSotho. The intern is highly energetic, easy to approach and has an overall positive attitude. She/He is passionate about STEM fields and takes initiative in contributing to increasing the value of the Nka'Thuto programmes especially the flagship 7-tier programme and it's supporting activities.

Title	Internship
<b>Function</b>	<p>Your function in the organisation is to assist the two Executive Directors and the projects manager to implement the mandate of the organisation.</p> <p>You earn your salary by ensuring smooth running of all activities of the organisations.</p> <p>Along with the other employees and the Executive Directors, you will contribute to building an organisation known to stakeholders as efficient, professional and delivers high quality activities within the scope of the organisation's programme and ultimate vision.</p>
<b>Organisational position and internal collaboration</b>	<p>You report to the project manager and organisation's Executive directors Thulile Khanyile and Thandeka Mhlanga, with whom you negotiate your salary and coordinate &amp; prioritize assignments.</p>

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Grosvenor Gate  
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Cnr William Nicol Drive and Jan  
Smuts Ave  
Hyde Park  
2196

info@nkathutoedu.org.za  
www.nkathutoedu.org.za

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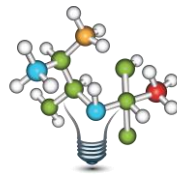
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	<p>You will work closely with the projects manager, other interns and the life skills development manager on the implementation of the organisation's mandate. You will work closely with particularly the students within the programme.</p>
<p><b>Key responsibilities</b></p>	<p>Initial job responsibilities will include:</p> <ol style="list-style-type: none"> <li>1. Implementation of Nka'Thuto programmes and activities</li> <li>2. Keeping records and writing reports in relation to Nka'Thuto activities</li> <li>3. Updating Nka'Thuto social media platforms</li> <li>4. Writing articles for the newsletter about the organization and/or subject matters related to advancing iSTEM and entrepreneurship.</li> <li>5. Serve as a communication bridge between learners and Nka'Thuto management</li> <li>6. Participate and attend all Nka'Thuto activities</li> <li>7. Create questionnaires, collect data and perform data analysis from the collected data.</li> </ol> <p>NB: Your specific role is to implement the 7-tier process – the flagship programme of the organisation. You will be expected to assist your colleagues in their specific roles and other organisational activities such as the Innovation clubs, networking sessions, marketing (exhibitions and conferences), etc.</p>
<p><b>Expected results</b></p>	<p>Short term, the expectation is that you will be trained in existing Nka'Thuto systems that will enable you to carry out your tasks after which you will be expected to take over and lead in your role.</p> <p>Long term, the expectation is that you contribute to the execution of highly successful activities and programmes. This will be assessed by pre and post activity checklists, monthly team meetings and key performance indicators carried out quarterly.</p>
<p><b>Management and decision power</b></p>	<p>Every month you will need to create the following:</p> <ul style="list-style-type: none"> <li>• Activities report with analyzed data</li> <li>• Report on activities progress and make recommendations for how the team can improve.</li> </ul> <p>You will have the responsibility of planning and managing your time expenditure on different assignments.</p>
<p><b>Requirements and qualities</b></p>	<ul style="list-style-type: none"> <li>• A qualification in a STEM related field, either a BSc or BEng. A national diploma or B-Tech degree in a iSTEM field is also applicable.</li> </ul>

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- No experience required but some experience in a iSTEM or science education environment may be advantageous.
- Demonstrated leadership ability.
- Clear ability to plan and execute scientific experiments.
- Clear ability to write scientific reports.
- Clear ability to present scientific projects in the form of a poster and/or power point presentation in front of a lay and experienced audience
- Commitment to advancing education and especially STEM related subjects and industries amongst previously disadvantaged communities.
- Excellent computer skills and proficient in Excel, Word, Outlook, and Access
- Excellent communication skills both verbal and written
- Excellent interpersonal skills and a collaborative management style.
- A demonstrated commitment to high professional ethical standards in a diverse workplace
- Excels at operating in a fast pace, community environment
- Open to direction and Collaborative work style and commitment to get the job done
- Ability to challenge and debate issues of importance to the organization.
- Ability to look at situations from several points of view
- Persuasive with details and facts
- Delegate responsibilities effectively
- High comfort level working in a diverse environment and working conditions
- Non-standard hours of work.
- A valid driver's license is required.

Send CV to [info@nkathutoedu.org.za](mailto:info@nkathutoedu.org.za) by 26 January 2019.

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