



CALL FOR APPLICATIONS

INTERNS (X2)



The Zimbabwe Coalition on Debt and Development (ZIMCODD) is a socio-economic justice coalition established in February 2000 to facilitate citizens' involvement in making public policy pro-people and sustainable. Its specific objectives are :To raise the level of economic literacy among members to include views and participation of grassroots and marginalised communities, facilitate research, lobbying and advocacy in order to raise the level of economic literacy and fiscal transparency on issues of debt, national/municipal budgets, trade and sustainable development, formulate credible and sustainable economic and social policy alternatives; develop a national coalition and facilitate the building of a vibrant movement for social and economic justice in Zimbabwe.

ZIMCODD is looking for 2 interns for its **Eastern (Mutare)** and **Southern (Bulawayo)** Regions to provide support in its programmes department.

DUTIES AND RESPONSIBILITIES.

The programs intern shall:

- Provide programme and administrative support to the programmes team in the preparation of various programme documents such as reports and proposals on program implementation arrangements.
- Develop operational requirements for programmes and activities; this may include preparing the required budgets, logistics and checklists among others.
- Participate in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Assist in implementing the ZIMCODD movement building and membership strategy which will include maintaining a membership database and membership profiling.
- Follow up on the recruitment of new members and oversee the collection of membership fees in the Eastern and Southern Regions.
- Assist in the development/writing of monthly reports and activity reports for the various projects



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QUALIFICATIONS AND SKILLS

- Degree in or currently studying towards completion of a social science degree. To include but not limited to a degree or studies towards the attainment of a degree in Development Studies; Psychology, Social Work, Public Administration, Political Science and Peace Studies.
- Fluency in Ndebele for the Southern Region internship.
- Passionate about advancing social and economic justice issues with marginalised and disadvantaged communities.
- High integrity, strong result orientation, drive for excellence and takes initiative.
- Excellent communication and analytical skills.
- Good interpersonal skills and result orientation.
- A self-starter able to work with minimum supervision.

HOW TO APPLY:

If interested in the above-mentioned opportunity, please submit your application including qualifications, motivational letter and CV to zimcodd@zimcodd.co.zw. **Due date: 17 February 1700hrs.** All applications received after the deadline will not be reviewed.

Please indicate the subject as **PROGRAMS INTERN** and indicate the region applied for.

ZIMCODD CONTACT DETAILS

49 PENDENNIS ROAD, MOUNT PLEASANT, HARARE

Email: zimcodd@zimcodd.co.zw

Website: www.zimcodd.org

FACEBOOK: ZIMBABWE COALITION ON DEBT AND DEVELOPMENT

TWITTER @ ZIMCODD1

