

YFU SA Internship Description

Job description for Interns to YFU South Africa in 2010

YFU South Africa offers you an intercultural internship in one of the most beautiful countries in the world. You will be involved in the recruitment of students who wish to go on exchange and host families to house students who come to South Africa on exchange. You will support incoming and outgoing students, work with volunteers in planning and delivering orientations and recruiting and interviewing students and host families. You will also play part in promoting YFU programmes at schools and through newspapers, radio and community events. You should be prepared to do routine office / administration duties as part of your internship. You will report to the regional head or office head in the region you are placed.

Personal qualities and qualifications

South Africa is a huge country and you will most likely spend a lot of time working on your own in various, and sometimes far-away, locations and communities. We are looking for an **independent and mature** person with the following qualities:

- Knowledge of YFU (preferable) and / or international exchange experience
- Good ability to understand and speak English
- Able to do presentations for groups
- Preferably aged between 21 and 25 years of age with international driver's license
- Able to work in a team
- Basic computer skills; polite telephone manner; good marketing and promotional skills
- Confident; creative thinking and show a lot of initiative; enthusiastic and huge sense of humour

Location

Depending on your qualifications and skills and YFU's needs at the time, you will be placed in Pretoria, Port Elizabeth, Bloemfontein or Cape Town.

Economics

YFU will arrange for accommodation close to our regional offices. Travel costs to the regional offices will be covered by YFU. Accommodation costs are 50% sponsored by YFU and **interns are responsible for the other 50%**. Accommodation costs typically vary between R1500 and R2000 per month (appr. US\$ 188 - \$250 per month). All YFU related expenses will be covered; however, **meals and spending money are for the intern's own account**.

Intern must provide

- International flight to and from Johannesburg or Cape Town depending on location of internship
- Medical and accident insurance
- Visa (YFU will supply appropriate supporting documents if needed)
- Spending money (to cover for personal expenses, meals, etc.)

Applications

Applications should include a personal letter of motivation, CV, letters of reference, contact details and a photo for host family purposes. Applications should be sent to Dr. Nina Voges at **nd@yfu.org.za**. Please direct all enquiries to **nd@yfu.org.za**.