

Write Up – About Interning at Restless Development

ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

Our programmes are genuinely life-changing, but we can't do any of this without talented, creative individuals at every level of our organization.

All our people play a role in unleashing the power of youth to deliver a just and sustainable world. Our people will make our strategy a success, and we believe our people deserve to be part of an Agency where they know they can succeed and grow as individuals and as a collective. Our ambition is to build a community of staff, Interns, volunteers, and associates who thrive and drive the success of our strategy and agency, inspired and guided by our culture and values.

INTERNSHIPS AT RESTLESS DEVELOPMENT

Restless Development Zambia has since 2003, been equipping youth to voice their priorities; facilitating their access to decision-makers for accountability; and supporting platforms for youth to demonstrate that they are effective change agents. We strengthen government, institutional and civil society partners' capacity to engage with youth. Our evidence-based policy engagement is unique in its approach, cutting across government, private sector and the NGO sector and this has set us apart as an innovative partner in development.

As part of our strategy, one of our goals is to ensure young people have the skills and tools to drive economies and lead development in their communities. One of the leading challenges for young people in society is employment. Zambia produces 1000s of young graduates every year, but without employability skills or chance to gain professional experience, their opportunities are limited. Therefore, as part of Restless Development's commitment to ensuring young people have access to these opportunities, we facilitate a **Paid and Unpaid Internship Programme** offering Internship opportunities in areas including Community Programming and Program Management, Finance, Procurement, Human Resources, Monitoring and Evaluation, Communications and Investments and Partnerships, which cut across our Programme Quality Unit, Finance and Administration Unit, People and Performance Unit, Monitoring and Learning Unit, Investments and Partnerships unit and Marketing and Communications Unit.

Internships at Restless Development offer an exciting opportunity for recent university graduates to join a reputable international youth led agency. Kickstarting your career with Restless Development will give you an opportunity to receive mentorship from experienced professionals, acquire hands on experience, participate in quarterly staff workshops and trainings, and access to a global network of Restless Development Staff to help you grow and develop into the accomplished professional that you aspire to be.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Intern
 HEART We are who we serve. We are brave.	Values-Led	Upholds the Restless Values at all times, demonstrating professionalism in their day-to-day work.
	Innovation	Offers creative approaches to improving work. Is open to fresh ideas and adapts to change.
 HEAD We are 100% professional. We prove that young people can.	Delivers Quality	Adopts an honest and efficient approach to work. Uses resources responsibly.
	Decision Making	Proposes solutions to challenges and seeks to understand the reasons behind decisions.
 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Actively seeks to develop their own leadership skills. Is seen as a leader to beneficiaries and other young people.
	People Development	Is open to feedback and ideas for personal development. Willingly provides constructive feedback to others.
 HANDS We are in it together. We listen and learn.	Effective Communication	Actively listens and learns from those around them. Uses effective two-way communication to build rapport and relationships in the community.
	Collaboration	Is an integral team member, contributing to team excellence.

SKILLS AND EXPERIENCE

<p>Essential</p>	<ul style="list-style-type: none"> ● Graduate-level Degree in relevant area ● Fluent written and spoken English ● Good IT skills with competence in Word, Excel and PowerPoint essential ● Belief in the values of Restless Development and ability to uphold them personally ● A strong personal commitment to the values, code of conduct and methods of Restless Development ● A high level of motivation and ability to work independently as well as part of a team ● Leadership skills, Team builder, ● Relationship building
<p>Desirable</p>	<p>Restless Development hopes to benefit from the Intern's recent academic studies therefore relevant area of study is preferred in each particular scope of work.</p> <p>See below list of scope of Internship opportunities with specific academic backgrounds we seek in candidates, for you to see where you fit in;</p> <ul style="list-style-type: none"> ● Programme Quality Internship; <ul style="list-style-type: none"> - Graduate-level Degree in Development Studies, Social Work, Project Management, Community Development, Sociology, Gender Studies or any Social Sciences. ● Finance and Administration Internship; <ul style="list-style-type: none"> - Graduate-level Degree in Banking and Finance, Accounting and Finance, ACCA, ZICA. ● Procurement and Administration Internship; <ul style="list-style-type: none"> - Graduate-level Degree in Purchasing and Supply, Public Procurement, CIPS. ● People and Performance Internship; <ul style="list-style-type: none"> - Graduate-level Degree in Human Resource Management, Public Administration and registered member of the Zambia Institute of Human Resource Management (ZIHRM). ● Monitoring and Learning Internship; <ul style="list-style-type: none"> - Graduate-level Degree in Demography, Population Studies, Statistics, Economics. ● Investments and Partnerships <ul style="list-style-type: none"> - Graduate-level Degree in Development Studies, Social Work, Project Management, Community Development, Sociology, Gender Studies or any Social Sciences. ● Marketing and Communications Intern <ul style="list-style-type: none"> - Graduate-level Degree in Mass Communication, Journalism, Public Relations.

Restless Development is an Equal Opportunities employer and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

For more information on Restless Development's mission, values and work, please visit:
www.restlessdevelopment.org.

HOW TO APPLY

- **Paid Internships**

Paid internships are only available when funding from donors has explicitly be authorized on specific projects. When an opportunity is available, our paid internships are advertised on our various social media pages (our official Facebook Page “**Restless Development Zambia**” and our Alumni Page “**Bozipeleka**”), on this website under “**Work with us/Opportunities**” and various **local Job Sites** (such as GoZambiaJobs.com).

Duration: 3 months with possibility of extension up to 6 months dependent on availability of funding.

Allowance: **ZMW 2,850** monthly basic salary.

- **Unpaid Internship**

Our Unpaid internship programme is a competitive recruitment process conducted once every quarter (three months) in the above-mentioned internship scope areas. We recruit from a pool of best students from universities and also advertise for college graduates interested in the opportunity. A form is shared through adverts published on our various social media pages, that is, our official Facebook Page; “**Restless Development Zambia**”, Alumni Page “**Bozipeleka**”, and various **local Job Sites** every quarter inviting applications from suitable candidates.

Duration: 3 months.

Allowance: **Unpaid-Voluntary.**

NOTE:

- Kindly note that for our **Unpaid Internship Programmes**, there are no benefits, compensation, nor any future employment rights attached.
- For our **Paid Internships**, the intern will be entitled to a maximum allowance of **ZMW 2850 basic salary** and in other instances may vary depending on hours of work, part-time schedules, and funding.
- For both our **Paid and Unpaid Internship Programmes**, Restless Development makes no commitment to any new Contract or extension after end date of the Internship Contract, nor any future employment rights.
- For both our **Paid and Unpaid Internship Programmes**, all work related costs or expenses will be covered by Restless Development, i.e., travel, accommodation and meals in case of field trips, data and talktime if working from home (because of Covid prevention measures), and a laptop will be made available.