

GENERIC INFORMATION

1. OPPORTUNITY	Internship
2. DEPARTMENT	Research and Data Collection and Analysis
3. REPORTING TO	Research Manager

INTERNSHIP DETAILS

PURPOSE

The **Centre for Affordable Housing Finance in Africa (CAHF)** is a not-for-profit company with a vision for an enabled affordable housing finance system in countries throughout Africa, where governments, business, and advocates work together to provide a wide range of housing options accessible to all. CAHF's mission is to make Africa's housing finance markets work, with special attention on access to housing finance for the poor. We pursue this mission through the dissemination of research and market intelligence, supporting cross-sector collaborations and a market-based approach. The overall goal of our work is to see an increase of investment in affordable housing and housing finance throughout Africa: more players and better products, with a specific focus on the poor. More information about CAHF can be found at www.housingfinanceafrica.org.

CAHF is committed to skills development and skills upliftment within the affordable housing and housing finance sector, thereby creating opportunities for students to get practical work experience which will complement their studies or/and improve their competence and employability, while also providing much needed capacity for CAHF. The Research Intern will support the growth and development of CAHF's knowledge platform, assisting the Research Managers and Data Architect in maintaining the platform.

The Intern will participate as member of the CAHF team. While reporting to and providing support to the Research Specialists, the Intern may also support the research and knowledge platform needs of other staff members. The Intern will have flexible hours and will be remunerated on an hourly basis; the duration of the internship will be open to negotiation but can be a maximum of one year. This internship is part-time, and suitable for current students. The internship is based in Johannesburg, South Africa, at a co-working space in Rosebank. However under current COVID restrictions, staff members are working remotely from home.

KEY RESULT AREAS	OUTPUTS
Participate as a member of the CAHF team	<ul style="list-style-type: none"> • Provide research support to CAHF team • Review new research and refer (if relevant) to CAHF staff, Researchers / Service Providers • Through research, identify gaps and aligned opportunities for CAHF and the various themes, programmes and projects in which it is engaged, and present hypothesis / ideas to team members as relevant • Edit content, grammar and formatting of research documents

KEY RESULT AREAS	OUTPUTS
Research & Knowledge Management	<p>Research scoping and administration</p> <ul style="list-style-type: none"> • Conduct initial literature reviews / data collection on identified research topics (as per strategy plan) • Assist with the management of procurement processes <p>Ongoing Sector Monitoring</p> <ul style="list-style-type: none"> • Stay abreast of developments in the housing finance sector across Africa and identify relevance for CAHF work • Review sector newsletters for developments and collect these by country or by theme for inclusion in the CAHF Yearbook • Review local and international media (news, social, academic, etc.) daily and identify issues for communication or attention • Track the performance of specific stakeholders in the sector and report this internally • Monitor and gather new research conducted on ongoing research topics • Maintain knowledge of housing and finance industries and communicate this within the CAHF team • Identify potential opportunities and risks that may impact on CAHF due to current and changing housing and finance environmental factors and influences <p>Knowledge Management</p> <ul style="list-style-type: none"> • Participate in the development and implementation of CAHF's research knowledge management structure. • Participate in the management of the collection, capturing of and access to research knowledge, ensuring security, completeness and accuracy • Participate in data collection and analysis
Communication and Correspondence	<p>Communication Plan</p> <ul style="list-style-type: none"> • Identify, propose and test innovative communication methods, drawing on social media, data visualisation, and other techniques <p>Newsletters and website</p> <ul style="list-style-type: none"> • Assist with production of CAHF newsletters as needed

REQUIREMENTS	
<p>This internship opportunity is open to students in the midst of their academic studies with higher education institutions. While students with studies in housing and housing finance will be explicitly sought out, students from any discipline will be considered if they have the necessary skills.</p> <p>Interns should be undergraduates or graduates or post graduates students currently enrolled at a tertiary education institution in South Africa. University students from outside of South Africa studying at a university where gaining practical experience is a requirement to earn credits towards a qualification may be considered as long as CAHF is not expected to pay a stipend to the student. Non-South African university students must have a valid work visa.</p> <p>The internship may be part time, during the academic year, or full time, during academic holidays. The period of appointment is a maximum of 12 months. Interns will be required to work a minimum of eight hours a week, and a maximum of 20 hours a week during the University semester, this may be adjusted to full time for university holidays.</p>	
<p style="text-align: center;">Qualifications</p> <ul style="list-style-type: none"> • Minimum Honors student in related field • High level of proficiency in MS Office Programmes 	<p style="text-align: center;">Experience</p> <ul style="list-style-type: none"> • Research experience in related field • Experience with diverse forms of social media
ATTRIBUTES	
<ul style="list-style-type: none"> • Proactive and assertive • Driven to learn • EXCELLENT WRITING SKILLS • Able to gather information from various sources to ensure valuable documents/ research / communication is created • Assimilates and retains information and uses when required • Able to process information and use to come to applicable conclusions • Ability to work with data a plus 	

APPLICATIONS

Applications for the internship should be submitted online at:

<https://housingfinanceafrica.org/documents/internship-opportunity/>

Applications should include a one page cover letter and a CV with references. **The deadline for applications is 27 August 2021.** Only applicants with the right to work in South Africa will be considered.