



**AFRICAN UNION FOR HOUSING FINANCE**

**GENERIC INFORMATION**

<b>1. OPPORTUNITY</b>	AUHF Intern
<b>2. DEPARTMENT</b>	Secretariat for the African Union for Housing Finance
<b>3. REPORTING TO</b>	AUHF Coordinator

**INTERNSHIP DETAILS**

**PURPOSE**

The African Union for Housing Finance (AUHF) was established as a member-based body of housing lenders in 1984. Today, the AUHF comprises of 47 members – banks, building societies, micro lenders, housing development corporations, developers, prop-tech companies, and other institutions involved in the mobilisation of funds for shelter and housing – from 19 different countries across the continent. As an industry body, we promote the development of effective housing finance markets across Africa, working in the interests of both our members and the industry as a whole.

In serving its members and realising its goal of effective housing finance markets in Africa, the AUHF pursues four main activities: (1) networking and deal facilitation, (2) capacity building & training, (3) lobbying and advocacy, (4) member showcasing and (5) information collection and dissemination.

The Secretariat of the AUHF is run by the Centre for Affordable Housing Finance in Africa (CAHF), and this intern position would sit within CAHF. For more information about the AUHF, visit its website at [www.auhf.co.za](http://www.auhf.co.za) For more information on CAHF, visit [www.housingfinanceafrica.org](http://www.housingfinanceafrica.org).

The Intern will support the AUHF Coordinator.

The Intern will participate as member of the CAHF team. While reporting to and providing support to the AUHF Coordinator, the Intern may also support 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
<b>Finance and Office Administration</b>	<ul style="list-style-type: none"> <li>• Provide finance and office administration support as needed.</li> <li>• Maintain the contract management spreadsheet, including updating contract payments information and adding new contracts.</li> <li>• Assist in the procurement for office supplies.</li> <li>• Assist with logistical requirements for travel or meetings.</li> </ul>
<b>Events and Programmes</b>	<ul style="list-style-type: none"> <li>• Assist in organising AUHF events including webinars, AUHF Coffee-time sessions and Members one-on-one sessions etc., managing zoom details</li> <li>• Record registration forms onto a spreadsheet.</li> <li>• Capture evaluation forms post event.</li> <li>• Sending out 'thank you' emails post event (incl. information on AUHF membership) within a week after the event.</li> </ul>

KEY RESULT AREAS	OUTPUTS
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Maintain mailing list on MailChimp.</li> <li>• Assist with AUHF website maintenance and updates.</li> <li>• Assist with production of the AUHF Newsletter i.e collecting monthly news on AUHF members as input, translation process and designing the bilingual newsletter on MailChimp).</li> <li>• Assist AUHF coordinator with maintaining social media platforms including Twitter, Facebook, LinkedIn, AUHF website etc.</li> <li>• Draft, update and distribute approved communication including but not limited to AUHF Newsletters, vlogs, blogs, twitter, Facebook, LinkedIn, etc.</li> </ul>

**REQUIREMENTS**

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.

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.\

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.

<u>Qualifications</u>	<u>Experience</u>
<ul style="list-style-type: none"> <li>• Minimum Honors student or graduate in related field</li> <li>• High level of proficiency in MS Office Programmes</li> </ul>	<ul style="list-style-type: none"> <li>• No experience required</li> </ul>

**ATTRIBUTES**

- Proactive and assertive
- Driven to learn
- A quick learner
- Able to engage with diverse forms of social media
- Highly detail oriented
- Financially and people savvy
- Assimilates and retains information and uses when required

**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 20 September 2021.** Only applicants with the right to work in South Africa will be considered.