

### 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](http://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 and recent graduates 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 an initial 3 months, with possible extension to a maximum of 1 year depending on performance. This internship is part-time, and suitable for recent graduates. The internship will involve working remotely and physical meetings on a need basis. However, the intern **MUST** be residing in Kenya.

KEY RESULT AREAS	OUTPUTS
Participate as a member of the CAHF team	<ul style="list-style-type: none"> <li>• Provide research support to CAHF team</li> <li>• Review new research and refer (if relevant) to CAHF staff, Researchers / Service Providers</li> <li>• 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</li> <li>• Edit content, grammar and formatting of research documents</li> </ul>

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

REQUIREMENTS
<p>This internship opportunity is open to individuals with an undergraduate degree. While those 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>The internship will be part-time and the intern will be required to work a minimum of 8 hours a week. However, depending on the allocated tasks at a given time, the hours could vary to a maximum of 20 hours a week.</p>

<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Minimum Honors student in related field</li> <li>• High level of proficiency in MS Office Programmes</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Research experience in related field</li> <li>• Experience with diverse forms of social media</li> </ul>
<b>ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>• Proactive and assertive</li> <li>• Driven to learn</li> <li>• EXCELLENT WRITING SKILLS</li> <li>• Able to gather information from various sources to ensure valuable documents/ research / communication is created</li> <li>• Assimilates and retains information and uses when required</li> <li>• Able to process information and use to come to applicable conclusions</li> <li>• Ability to work with data a plus</li> </ul>	
<b>APPLICATIONS</b>	
<p>Applications for the internship should be submitted online at: <a href="#">Internship at the Centre for Affordable Housing Finance in Africa (CAHF)</a></p> <p>Applications should include a one page cover letter and a CV with references. <b>The deadline for applications is 9<sup>th</sup> November 2022.</b> Only applicants residing in Kenya will be considered.</p>	