



Position: ADMINISTRATIVE/SECRETARIAT INTERNSHIP

Reports To: SIYB Association of East Africa **President's** Office. Works with all executive staff , committee leaders and members of SIYB Association of East Africa.

Organization Overview: The Start and Improve your business (SIYB) Association of East Africa Mission; is lead the provision of Business Development Service (BDS) activities in the sub region through its members and coordinate their activities.

Focused during 2010 – 2014 The International Labour Organization (ILO) implemented Youth Entrepreneurship Facility (YEF) – KaziNjeNje Programme activities in Tanzania, which led to the formation of SIYB Association of East Africa effectively the end 2012 with the membership from mainly SIYB partner organizations, Master Trainers and the SIYB Trainers. In 2013 the association was registered under the laws of United Republic of Tanzania.

The Association under the guidance and support from ILO office in Dar es Salaam continues with the implementation of the SIYB program activities and monitoring the activities all over the country.

Internship Program: The SIYB Association of East Africa is offering an administrative officer internship opportunity. This internship is designed to provide the intern meaningful projects and opportunities to help him/her to develop work related skills and assist the Association in various projects.

Location: Dar es Salaam

Working Hours: Minimum 40 hours per week with some flexibility.

Length of Appointment: The Administrative officer Intern will serve for six (6) month. The Intern is eligible to continue after the first six month with agreement between the SIYB Association of East Africa President's Offices.

Specific Responsibilities:

- Perform administrative and office support activities for the SIYB Association of East Africa executive staff members
- In support with SIYB sustainability committee Team, Coordinate, monitor and manage ILO- SIYB manuals distribution and printing;
- In support with SIYB Association Treasurer, under guidance of the Secretary General do all day to day financial related activities;
- Control the store and distribution of ILO-SIYB Materials to members, stakeholders and partners
- In guidance with the Secretary General of the association, attend meetings, prepare reports, coordinate the association activities, answer calls and letters;
- Assists the Secretary General with everyday communication;
- Create a master SIYB Association of East Africa calendar of events;
- Work in partnership with committee's leaders regarding implementation of SIYB Association of East Africa Strategic Plan;
- Assist in writing of proposal and editing for the association;
- Assists with fundraising and event planning;
- Assists in composing and sending out the SIYB Association monthly electronic newsletter;
- Follow up to activities conducted by members of SIYB Association of East Africa
- Preparation of Monthly report and case study

Desired Competencies:

- Excellent command of English grammar, speech and writing. Proficient use of Microsoft Office suite, internet, social networks. Excellent communications skills, patience, and appreciation of diverse cultures and histories required.
- Experience on entrepreneurship training through using ILO-SIYB

manual

Education: With higher learning academic qualifications, preferable a higher diploma or degree in business related subject

Application Requirements: Resumes will be accepted until the position has been filled. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates shortlisted for interviews will have the opportunity to meet the SIYB Association of East Africa staff and further explore the association opportunities. While the Association does our best to place candidates in the internships available and of their choice, job descriptions are subject to change, based upon our ability to place interns in the areas of greatest need.

Further Information & Benefits:

- Opportunity to research applicable grants and write proposals
- Gain experience working in a multi-cultural environment
- Networking with worldwide SIYB Trainers and master trainers
- **Monthly compensation**

Monthly allowance will be: Tsh 400,000/=

Dade line: 20 January2016

To Apply: Please submit resume and cover letter via email ceo@siybeastafrica.org cc siybtz@gmail.com Selected candidates will be contacted to schedule interviews.

Start & Improve Your Business (SIYB) Association of East Africa

P.O Box 105339,TIB Estate, Mbezi Beach, Africana, Dar es Salaam, Tanzania.

Email: ceo@siybeastafrica.org, siybtz@gmail.com +255 756 098 088

Website: www.siybeastafrica.org