



INTERNSHIP TERMS OF REFERENCE

Executive Office Support Intern

Reporting: Chief Executive Officer

Position Overview:

As an Executive Office Support Intern, you will be an integral part of the Chief Executive Officer's office, providing essential administrative and secretarial support. This role offers a unique opportunity to gain firsthand experience in a fast-paced, dynamic environment while contributing to the efficiency and effectiveness of the CEO's office operations.

Responsibilities:

Provide comprehensive administrative support to the CEO, including managing schedules, coordinating appointments, and arranging meetings and travel itineraries.

- **Communication Management:** Assist in drafting, proofreading, and editing correspondence, reports, presentations, and other documents on behalf of the CEO. Maintain confidentiality and professionalism in all communications.
- **Documentation and Record Management:** Organize and maintain physical and electronic files, ensuring easy retrieval and confidentiality of sensitive information. Assist in maintaining accurate records of meetings, decisions, and actions.
- **Liaison and Coordination:** Serve as a point of contact between the CEO's office and internal and external stakeholders. Facilitate communication and coordinate activities to ensure timely responses and follow-up on action items.
- **Research and Analysis:** Conduct research on various topics as assigned by the CEO, compile findings into comprehensive reports, and present insights and recommendations as needed to support decision-making processes.
- **Event Support:** Assist in the planning, coordination, and execution of special events, conferences, and meetings hosted or attended by the CEO. Provide logistical support and ensure smooth event operations.
- **Administrative Support:** Undertake general administrative tasks, including answering phones, managing office supplies, processing expenses, and other duties as assigned to support the efficient functioning of the CEO's office.
- **Administrative support to the Board:** Develop the board pack guidelines with inputs from the CEO and implement. Compile the board pack in accordance with guidelines, determine the scope of information to be covered as per request and input from the CEO.

Qualifications:

- Currently enrolled in a bachelor's or master's degree program in Business Administration, Management, or related field.
- Excellent communication skills, both written and verbal, with a keen eye for detail and accuracy.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with office equipment and technology.

- Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Discretion and confidentiality in handling sensitive information and maintaining professional ethics.
- Proactive attitude with a willingness to learn, adapt, and take on new challenges.
- Previous experience in an administrative or executive support role is a plus but not required.

Duration and Compensation:

This internship position is expected to last 12 months. The intern will receive a monthly stipend.

The Southern Africa Trust is committed to fostering a workplace that upholds feminist principles, values, and ethos. All staff and Board members strive to live and reflect these values and principles as articulated in our strategy and in our ways of working and relating, internally and externally.