



SAIAB
South African Institute
for Aquatic Biodiversity

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RHODES UNIVERSITY GRADUATE INTERNSHIP PROGRAMME

SAIAB COMMUNICATIONS INTERNSHIP - JOB PROFILE 2016

The South African Institute for Aquatic Biodiversity (SAIAB) is an Associated Institute of Rhodes University. As part of the Rhodes University Graduate Internship Programme, SAIAB offers an internship in its Communications Division for the placement of a graduate intern. The purpose is to ensure the provision of accelerated learning opportunities that enhance the successful candidate's work place competencies, develop effective science communicators/ journalists and trigger their interest to pursue further studies through Honours, Masters and PhD degrees.

Title:	SAIAB Communications Internship
Duration of Internship:	01 February 2016 – 31 December 2016
Organisation:	South African Institute for Aquatic Biodiversity (SAIAB is a Research Facility of the National Research Foundation)
Location:	Somerset Street, Grahamstown
Divisional Structure:	see page 3

Required Minimum Education: University Graduate or National Diploma

Desirable educational and personal abilities:

- Qualification in Journalism and Media Studies/ Science Communication
- Good command of English language
- Attention to detail
- Some under-graduate science credits would be advantageous but are not essential
- Working knowledge of and ability to use various social media platforms
- High level of computer literacy with some experience in website content management
- Good inter-personal skills
- Good organisational skills
- Willingness to learn
- Enthusiasm and commitment

Expectations:

The internship is designed to foster development in three (3) key areas: Professional Development; Personal Development and Learning and Growth. **The Communications Intern** can expect to be given a clear description of required tasks, allowed to develop within a structured environment, show initiative and take increasing responsibility through a phased Development Plan. The

successful candidate can expect to have his/her mentor's full support and to be guided in his/her efforts.

SAIAB expects that the intern will be fully involved in the institute's activities, comply with working hours and be punctual, enthusiastic and have a positive attitude, ask questions, show initiative and be determined to make the most of the opportunities offered by this internship. This includes being available for activities outside Grahamstown and after hours.

Opportunities exist within the framework of Science Communication at SAIAB to be involved in science engagement events such as the Working World Exhibition in Port Elizabeth, Scifest Africa during which SAIAB sets up a pop-up science centre called 'Water World' and National Science Week (NSW) during which the RU/SAIAB Communications Intern will be expected to develop and implement a media plan for a week-long suite of activities undertaken by a number of stakeholders through a joint venture partnership led by SAIAB and including *Grocotts Mail* and the Rhodes University School of Journalism and Media Studies. The Communications Intern is expected to be fully involved in these activities.

Leave and remuneration are handled through Rhodes University HR.

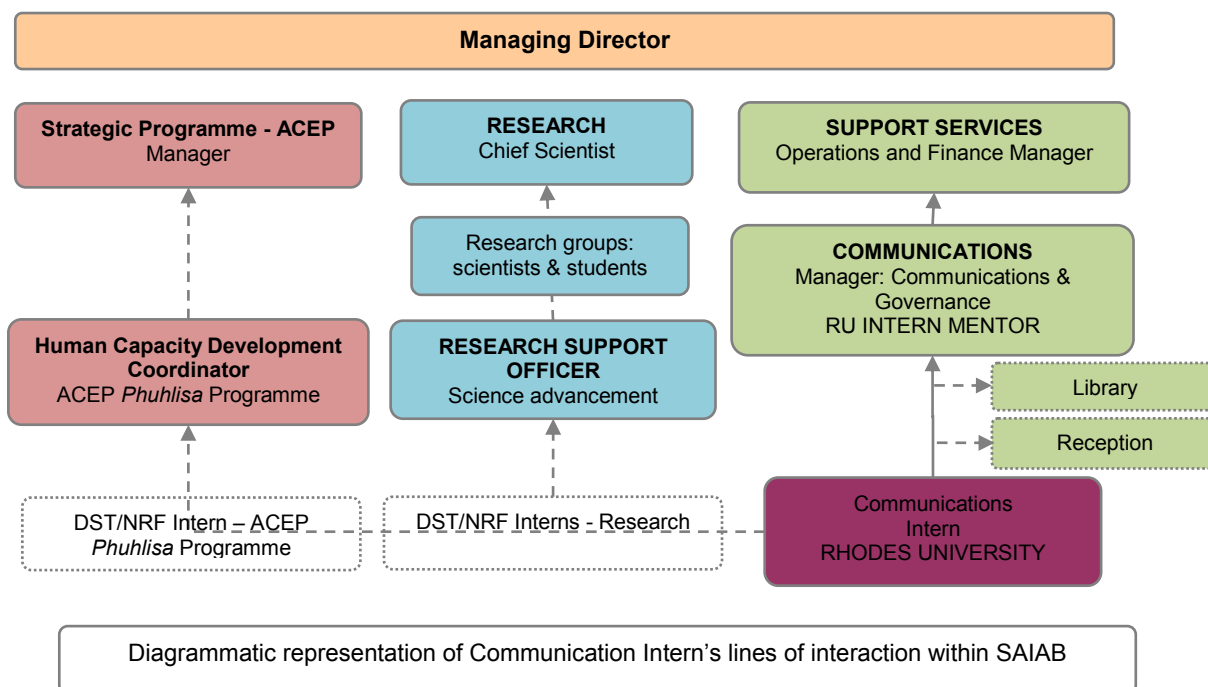
Internship Job Profile

The intern will be encouraged to implement principles learnt through his/her degree/ diploma through various communication projects and initiatives.

The intern will develop and apply skills in the following areas:

Professional Development	Personal Development	Learning and Growth
<ul style="list-style-type: none"> • Writing and editing • Photojournalism • Media liaison – print, radio and social media • Science communication • Internal, external and corporate communication • Website content management • Conducting interviews with resident and visiting researchers to regularly disseminate information about the institute and its activities • Networking and building relationships with stakeholders • Representing SAIAB <ul style="list-style-type: none"> ○ Front of house – Reception ○ Displays and special events • Office administration 	<ul style="list-style-type: none"> • Goal setting and planning • Timekeeping and sticking to deadlines. • Membership of and active participation in the SAIAB Wellness Committee and any other service activities in which she has an interest. 	<ul style="list-style-type: none"> • IT Courses • Office Administration Course • Any other relevant courses that might be of benefit and fit into the Development Plan • Attend ad hoc seminars, lectures and conferences related to science communication. • Learn about SAIAB, aquatic biodiversity and related research

A detailed Development Plan supports these areas of development.



For additional information please contact:

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