



SEGA Girls' Secondary School

P.O. Box 273

Mkundi - Nguvu kazi, Kihonda Area

Morogoro, Tanzania

<https://sega.or.tz/>

SEGA Girls School

Internship Opportunity: Deputy Director

Job Description

Job Title: Deputy Director

Organization: SEGA (Secondary Education for Girls Advancement)

Location: Morogoro, Tanzania

Employment Type: Full-Time, 40 hours/week

Dates: February - July (*6 month time frame*)

Pay: USD 300/month

About SEGA

SEGA Girls' School supports quality education, life skills, and entrepreneurship to help girls in Tanzania who come from vulnerable or at-risk backgrounds become leaders in their communities. SEGA is a dynamic girls' boarding school in Tanzania serving over 280 girls per year who otherwise would not have access to quality secondary education.

In addition to academics, the SEGA school provides programs in life skills, entrepreneurship, environmental stewardship, leadership training, and career development; and supports its graduates with continuing education scholarships. SEGA also runs a Visitor House for visitors and supporters and has developed cultural exchange and service-learning programs where students and staff organize interesting culturally stimulating activities for visitors at the school and nearby communities. The purpose of this program is to provide students with real skills that they can apply to their own cultural tourism businesses after graduating from high school and earning money to support the school.

Position Summary

SEGA is seeking a dedicated and dynamic Intern to act as a temporary Deputy Director to support SEGA's Executive Director in all of her daily functions. As time allows the Deputy Director Intern will also support fundraising and donor engagement efforts. The ideal candidate will play a crucial role in ensuring the organization's operations run smoothly, assisting with any task both large and small that falls under the director's purview and is implemented promptly. These could include preparing for visitors and dignitaries, helping to maintain partnerships, troubleshooting infrastructure challenges, ensuring ASHA deadlines are met, dealing with government-required paperwork, or standing in for meetings the director can't make. This role is based in Morogoro, Tanzania on the SEGA Girls' School campus, and reports to SEGA's Director.

SEGA is a Tanzanian non-profit Non-Governmental Organization registered in 2007. SEGA was established with the aim to build and run a quality secondary girls boarding school which fosters the development of strong values, healthy self esteem and independent thinking skills among its students. SEGA coordinates the day-to-day operations of the project, with additional technical and financial assistance from Nurturing Minds, a United States 501(c)(3) non-profit organization that is dedicated to improving the lives of Tanzanian girls through education.





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Responsibilities

1. Administrative Support:

- Act as the primary point of contact for the Director, managing their calendar, emails, and phone calls.
- Schedule meetings and appointments, and make travel arrangements as needed.
- Prepare and organize documents, reports, and presentations.
- Provide administrative support for the development team, including scheduling meetings, managing calendars, and organizing documents.
- Assist with grant application submissions and reporting requirements.

2. Communication Liaison:

- Facilitate clear communication between the Director and internal and external stakeholders.
- Coordinate and schedule meetings, conferences, and events, including preparing agendas and materials.
- Attend meetings as needed, take minutes, and distribute notes and action items.
- Assist with special projects, initiatives, and events as assigned by the Director.
- Handle confidential and sensitive information with discretion and professionalism.

3. Data Management and Research Support:

- Maintain and organize electronic files, records, and databases.
- Assist in data entry and reporting tasks to support the Director's decision-making process.
- Research various topics and provide summaries and insights to the Director.
- Gather and compile data for reports and presentations.

4. Fundraising Support:

- Assist in the planning and execution of fundraising campaigns and events.
- Collaborate with SEGA's Fundraising Coordinator to create compelling fundraising materials and proposals.
- Research potential donors, grant opportunities, and partnerships to support SEGA's mission.
- Maintain and update the donor database, ensuring accurate and up-to-date information.
- Track donations, grant applications, and donor interactions in the database.
- Generate reports and analyze donor data to support fundraising strategies.
- Process donations and ensure that donors receive timely acknowledgments.

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- Maintain donation records and ensure compliance with relevant regulations and policies.
- Cultivate and maintain strong relationships with donors, supporters, and partners.
- Respond to donor inquiries and provide excellent customer service.
- Collaborate with the team to create personalized stewardship plans for major donors.
- Research corporate donors in Dar and work with the NM team to develop an approach to US and international corporations for financial support.

Qualifications

- Bachelor's degree in a related field (e.g., nonprofit management, business, communications).
- Strong attention to detail and excellent organizational skills.
- Experience in donor database management systems are a plus.
- Excellent written and verbal communication skills.
- Ability to work both independently and collaboratively within a team.
- A passion for nonprofit work and a commitment to SEGA's mission.

Note: The responsibilities and qualifications described in this job description are indicative and may be subject to change based on the needs of SEGA and the skills and qualifications of the successful candidate.

Position Details

Work Environment with SEGA:

- Must be able to work and live on campus in Morogoro, Tanzania.
- Must be physically and mentally capable of performing multiple tasks and able to function in a culturally diverse, fast-paced environment.
- Must be adaptable to work and living conditions that may be quite different than those found in North America.
- Must be at least 21 years of age.
- It is a plus if you are passionate about our program mission!

Provided by SEGA Girls' School and Nurturing Minds:

- USD 300/month stipend paid in Tanzanian shillings
- Reimbursement of Business visa (USD 250) in Tanzanian shillings upon arrival at SEGA Girls School

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- Housing at the SEGA Girls School in our Volunteer Apartment that includes: water, Wi-Fi, cooking supplies, fridge/freezer, and electricity
- 3 meals a day at the school OR option to arrange transportation to Morogoro to purchase groceries
- Transportation to and from Dar es Salaam including pick up and drop off at Julius Nyerere International Airport
- Hotel in Dar es Salaam (*If required based on your flight schedule*)

Responsibility of Intern Before Arrival:

- Round trip flight to Dar es Salaam
- Obtain a Tanzanian Business Visa USD 250
- Obtain travel medical insurance that includes medical evacuation
- A passport valid for a minimum of six months beyond visa issuance and/or date of entry, and at least one blank visa page, is required
- Register with the U.S. Embassy in Tanzania STEP Program
- Obtain any needed medications/vaccinations before travel
- *All visitors to the SEGA Girls School must be vaccinated against COVID-19*
- Sign the Nurturing Minds Child Protection Policy and Release of Waiver and Liability

Orientation:

Before traveling and working with SEGA Girls' School, there will be a series of Zoom orientation calls and emails to help prepare you for your destination and job responsibilities.

Before traveling:

- We will have an orientation to discuss all travel, living, health, and safety logistics and questions.
- We will discuss cultural humility, Tanzanian culture, and what it means to be a foreign intern in Tanzania.
- You will have an opportunity to meet with SEGA's Communication Coordinator and Hospitality Coordinator, who will help you get settled in once you arrive, before arriving.
- We share with you via email visiting manuals, emergency contact lists, COVID-19 protocols, and more.

Arriving at SEGA:

- Once you arrive at SEGA the Communications and Hospitality Coordinators will greet you and help you get settled into your new home. They will discuss safety, transportation, ways to explore Morogoro and Tanzania, culture, food, and health, and give you a tour of SEGA's Campus. They will help introduce and welcome you to SEGA's staff and students.

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- They will also join you at the supermarket or open-air market in Morogoro Town to purchase food items, water, toiletries, and other household essentials you may require during your stay.
- They can also give you a tour of Morogoro Town so you know where essential locations are.

Application Deadline:

To apply for this position, please submit your resume, a cover letter, and three professional references to Nurturing Minds, Executive Director Laura at laura@nurturingmindsinafrica.org with the subject line "Deputy Director Application - [Your Name]" by 8 December 2023.

Please note that our Internship program is separate from our volunteer program. Please email us at info@nurturingmindsinafrica.org if you have further questions.

SEGA is committed to creating a diverse and inclusive work environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, caste, age, or veteran status.

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