



## Terms of Reference

### Social Enterprises Intern at Development Workshop Namibia

#### Introduction

Development Workshop Namibia (DWN) is a registered Namibian NGO with a focus on sustainable urban development, informal settlements and the disadvantaged communities that reside in them. DWN works through partnership agreements with local authorities and in support of national development goals. Our four main programmes are: 1 - [Land & Housing](#) | 2 - [Urban Sanitation](#) | 3 - [Early Childhood Development \(ECD\)](#) | 4 - [Urban Infrastructure](#).

#### Community based social enterprises

As part of the community outreach and sanitation programme, DWN works with a network of more than 50 volunteers in nine towns across the country. DWN supports these volunteers to engage in income-generating activities that benefit local communities, such as the sale of solar lights.

In many informal settlements, DWN also manages public toilets, waste collection points and recycling stations. These small community-based enterprises are locally managed by community members who earn a small income through these activities.

Through the ECD programme, DWN has created a number of children's books which are sold through shops.

#### Objective and specific tasks

DWN's community-based social enterprises have grown considerably over the past years and are creating employment for an increasing number of residents in informal settlements. The enterprises also face changes and challenges. DWN has an important role in providing assistance and support to the enterprises, the provision of training to caretakers, and to secure donor funding.

DWN is seeking a Social Enterprises Intern to drive the enterprises and enable the community entrepreneurs to make the most of opportunities. We are looking for someone with a business mindset alongside a community development perspective, able to identify opportunities and effectively engage business partners and community entrepreneurs to bring opportunities to life.

The following tasks are anticipated. It is expected that these evolve in line with arising opportunities.

- Create business strategies to increase sales across all social enterprises.
- Carrying out of concepts and initiatives to maximise business potential
- Regular communication with community entrepreneurs
- Regular travel to informal settlements in Windhoek and other towns to understand business realities
- Capturing information about business, including financial information, for monitoring and evaluation purposes
- Organising logistics around business, such as distributing products, arranging postage etc
- Engagement with local authorities
- Liaise with private sector partners, such as suppliers and shops

## **Requirements**

Driver's license

Bachelor's degree in business administration, business management, marketing or similar

Strong business mindset, ability to see opportunities and follow them through

Grasp of economic concepts including VAT, bulk buying, budgeting

Capable on Microsoft Office suite, especially Excel and Word

Fluent written and spoken English essential. Further Namibian languages desirable.

Experience of community work an asset

Excellent people skills and ability to connect with people from informal settlements

Motivation to promote urban community development in Namibia

Proactive and energising

Detail orientated

Willing to learn

## **Application**

Interested candidates for this internship should send their CV and cover letter to Ms Ngonyothi Kafula at [n.kafula@dw-namibia.org](mailto:n.kafula@dw-namibia.org) by 5pm on **Friday 21 June**. The cover letter should detail how the candidate meets the requirements set out in this terms of reference. Depending on the volume of applications, we anticipate responding to shortlisted candidates by mid-July.

Women and people from marginalised groups are encouraged to apply.