

Transfrontier Africa is offering:



BSc Opportunity Internship

Project: "Business Plan Development"

Transfrontier Africa NPC:

Transfrontier Africa (TA) is a non-profit environmental conservation organisation founded in 2006. The organisation aims to improve wildlife conservation and ecosystem sustainability by combining research, ecological monitoring, landscape security, community and women empowerment, and environmental awareness. TA is based in Olifants West Nature Reserve, in the Greater Kruger National Park and extends its actions to the Blyde Olifants Confluency Conservation Area and neighbouring communities.

Project description:

Transfrontier Africa offers a unique opportunity to contribute to the development of the business plan of an internationally renowned non-profit environmental conservation organisation. The successful candidate will be part of a comprehensive process involving collecting and analysing information about the company, industry, and market to create a roadmap for the future success and development of Transfrontier Africa. As a non-profit organisation leading the development of innovative conservation strategies in Africa, involving local communities, promoting women empowerment, and ensuring an ecologically sustainable future, Transfrontier Africa needs to update its business plan and strategy, to ensure its sustainability in time.

This internship includes unique learning opportunities:

- Gain valuable hands-on experience.
- Develop skills to present the business plan effectively, both in writing and verbally.
- Develop valuable relationships with experienced professionals.
- Actively engage in mentorship opportunities and learning experiences provided by Transfrontier Africa.
- Contribute to the development of an Internationally recognized non-governmental conservation organisation.

Key responsibilities:

1. Data collection and analysis:

- Gather data on the target audience, community and reserve needs, and other relevant information.
- Conduct thorough research on the industry, market, and competitors (volunteering sector & branded product sales).
- Analyse financial data to understand the current financial state and project future performance.
- Perform a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) to identify internal and external factors affecting the organization.

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- Conduct interviews or surveys with key stakeholders, team members, and community members, when relevant.
- 2. Drafting and writing:**
 - Write and draft sections of the business plan based on the gathered information.
 - Articulate clear and concise descriptions of Transfrontier Africa as a whole and for the individual components (The Black-Mambas APU, The Bush Babies), its mission, and its programs or services.
 - Create a shorter version of the plan focussed on the Black Mambas Alliance, which will be used to recruit new Alliance members.
 - Revise the business plan based on feedback from supervisors and other stakeholders.
 - Keep detailed records of sources, data, and the evolution of the business plan.
 - Bring innovative ideas and solutions to enhance the quality and effectiveness of the business plan.
 - Assist in creating sustainable financial models and projections.
- 3. Communication and engagement:**
 - Develop a presentation summarizing key findings and recommendations.
 - Actively engage with the communities involved to understand their needs and incorporate their input into the plan.

These responsibilities will not only contribute to the development of a comprehensive business plan but also provide valuable learning experiences for the intern. Clear communication, collaboration, and a proactive approach are key qualities for a successful intern in this role.

Expected outcomes:

- 1. Comprehensive NGO Business Plan:**
 - The intern should deliver a well-researched and detailed business plan outlining how the NGO will achieve its mission and serve the community.
- 2. Presentation:**
 - The ability to present and defend the plan is valuable.
- 3. Extended outcome – Grant Proposal (optional):**
 - If applicable, the intern might work on a sample grant proposal or contribute to the development of a real one.

Access granted to necessary data and resources:

1. Mission and vision statements.
2. Programs and services.
3. Target beneficiaries.
4. Social and ecological impacts.
5. Community needs, within and outside the reserves.
6. Ecological needs.
7. Partnerships and collaborations.
8. Fundraising and revenue streams.
9. Governance structure.
10. Goals and objectives.

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Position Details

Role title: Intern in business or finance.

Reporting to: Craig Spencer, Managing Director, Caroline Volschenk, Chief Financial Officer, Paul Allin, Research Coordinator, and Elwenn Le Magoarou, Research Assistant.

Duration of position: 3 months – from January to March 2024 (flexible).

Deadline: 15 December 2023.

Location: Transfrontier Africa NPC, Nonwane Research Centre, Olifants West Nature Reserve, R40, Hoedspruit 1380, South Africa.

Accommodation: Remote position. Alternatively, a shared accommodation with private room in Nonwane Research Centre (Olifants West Nature Reserve) can be arranged. Interns have the opportunity to buy their own food in town once a week or twice a month, depending on need and availability of vehicles. Transport from and to O.R. Tambo Airport (Johannesburg) can be arranged at the expense of the intern.

Cost: Free of charge for the remote position **OR** R33,975 for 3 months and R11,250 per additional months (prices are indicative and subject to change from April 2024). This covers shared accommodation in Nonwane with a private room, two TA t-shirts and internship supervision. **This position is not remunerated.**

Minimum requirements:

To apply for participation in this research, the minimum requirements include:

- Student or recent graduate in business, finance, or a related field.
- Previous experience in the non-profit sector or working with community organizations is advantageous.
- Excellent financial acumen to understand and interpret financial statements.
- Excellent strategic thinking to develop a long-term vision for the company.
- Good understanding of the unique challenges and opportunities in the non-profit sector.
- Ability to measure and communicate the social impact of the NGO's programs.
- Proficiency in using Microsoft Office.
- Excellent written and verbal communication skills in English to clearly present findings and recommendations.
- Resourceful, autonomous and a self-starter.
- Conduct oneself in a professional manner, adhering to the organisation's values and ethical standards.
- Ability and willingness to learn independently and proactively acquire new knowledge and skills necessary for the position.
- Ability to work independently as well as collaboratively as part of a multi-cultural and multi-disciplinary team.

For on-site interns:

- Capability of working under remote basic field conditions.
- Ability to apply safety rules to ensure a safe working environment in the field and research station.

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Application:

Application documents, including a Curriculum Vitae and a cover letter, should be submitted before 20 December 2023 to Paul Allin (research@transfrontierafrica.org) and Elwenn Le Magoarou (ecology@transfrontierafrica.org), with the subject 'Application – Business Plan Development'. For any further information, please do not hesitate to contact us. Shortlisted candidates will be contacted for an interview during the week following the application deadline.