



Djembe Communications Intern Job Description

About Djembe Communications:

Djembe is a boutique consultancy that brings together the very highest international standards of a communications consultancy with the history, traditions and values of a dynamic business that understands Africa.

We advise global and multinational organizations in their quest to achieve full potential both within the region and internationally. We do this by utilizing our organically grown international network, by applying global best practices and by demonstrating a passion for the business with wholly owned offices across Africa, Europe and the Middle East.

A significant presence in key African growth markets is crucial and we will continue to expand this network organically. Our Luanda office spearheads our Lusophone client engagements by tailoring strategies to the particular needs of the culture and media. It works in conjunction with the Maputo office to develop and execute client programs. Organic expansion continued last year with a growing Djembe presence in Nigeria, Ghana and the US. Our office in Zurich, Switzerland sits in the heart of Europe and is a center of intelligence for our organization. It acts as a catalyst to reach important stakeholders across Europe and North America. Djembe's Dubai office is a gateway for our clients from the Middle East and Asia to Africa.

Internship Locations:

Accra, Ghana
Lagos, Nigeria
London, United Kingdom
Luanda, Angola
Rabat, Morocco
Zurich, Switzerland

Internship Duties: Djembe Interns are given a wide range of responsibilities including media monitoring; drafting press releases, pitch letters, and client reports; conducting research for branding initiatives and client programs; executing event logistics; developing media lists and coordinating media outreach efforts; conducting social media and traditional media measurement and analysis; maintaining WIP reports, handling office administrative and logistical tasks such as scheduling travel and assisting with account financial systems. Djembe Interns work in close collaboration with their counterparts in other offices.

Djembe interns may also have the chance to work on Digital Communications for: content creation and community management in creating and managing posts and communications materials to grow and increase Djembe's presence through Twitter, Facebook, Instagram and LinkedIn. Djembe interns are aware and passionate about current events and issues affecting sub-Saharan Africa; actively participate in multinational updates calls and office meetings; and demonstrate strong initiative and good judgment.



The Djembe Internship program is designed to provide college juniors, seniors and recent graduates with the best possible experience in the industry. You will gain PR experience in the following areas: writing and assembling press materials, event logistics and support, media outreach and research, branding and day-to-day client activities.

Job requirements: The below requirements are necessary in order to conduct this role to a high measure:

- Minimum 4 year degree – completed or in progress. Degree in Communications, Public Relations, Journalism, English, or a related field, however Djembe drummers come from all areas of study.
- Fluency in written and spoken English; Portuguese and/or French is an advantage
- Internship experience; PR agency or other marketing services agency experience a plus
- Strong writing and research skills
- Superior oral communication skills; excellent writing skills; creativity
- Social media savvy, digital capability, and online presence
- A solid grasp of and curiosity for social, digital, and word-of-mouth marketing
- Leadership experience and/or affiliations in student or professional associations
- Ability to multi-task, work well on a team and work well under the pressure of deadlines
- Strong administrative and organizational skills
- Keen eye for detail
- Proficiency in Word, Excel, PowerPoint required; any other graphic software or social media management or programs are a plus

Do you think you have what it takes to be a Djembe Intern? Then show us what you got! Send your CV & cover letter in English telling us what city and why you would be a great Djembe Intern to: talent@djembecommunications.com

Internships will commence by appointment for a minimum of 3 months.

The successful candidates will reside in Accra, Lagos, London, Luanda, Rabat and Zurich with the respective permissions and permits to work in each country.