



Republic of Botswana

**MINISTRY OF YOUTH, SPORT AND CULTURE  
DEPARTMENT OF NATIONAL SERVICE AND INTERNSHIP**

**HOST ORGANISATIONS GUIDELINES**

**01 JUNE 2016**

## **1.0 Introduction**

The purpose of these Guidelines is to outline the standard practice expected of host organisations and supervisors of Interns, Graduate Volunteers and Tirelo Sechaba Participants (Participants).

## **2.0 Profile of host organisations**

a) Proof of registration with a relevant authority. This should be submitted only once; upon the first request for participants.

b) Submission of organisation profile. It also has to be submitted only once upon the first request.

c) Submission of Physical address and contact details

## **3.0 Obligations of Host organisations**

a) Provision of adequate office space, equipment, transport and the necessary tools for participants to effectively perform their duties

b) Covering cost of travel; including insurance and subsistence allowance when participants are on duty.

c) Provision of protective clothing for offices that require protective clothing.

d) Payment of overtime allowances should participants be expected to work beyond normal hours.

e) Availability of a capacity building Plan to guide capacity building for participants. The plan would then be broken down into implemental work plans. The templates for the work plans are provided by the Internship office.

## **3.0 Procedure for Requesting of Participants**

a) Organisations are expected to fill an Application Form that can be obtained from the Department of National Service and Internship or Ministry of Youth Sport and Culture District offices countrywide.

b) The request must specify the following;

- i) Brief roles and responsibilities (job description) of Participants
  - ii) Qualifications required NB The request must specify the domain of the qualification. For example, ICT may have Net-Working, software engineering, Hardware maintenance, computer security etc.
  - iii) Number of participants required
- c) The request should reach the Department/ District office at least 30 days before expected placement date.

#### **4.0 Supervision and mentoring**

- a) All organisations should have identified a supervisor before requesting for participants. The identified officer should have the relevant experience required to guide the participants
- b) Where the organisation has more units or departments and several supervisors, it is required that such organisation should appoint a coordinator whose main role will be to liaise with the Department.
- c) Conduct regular meetings with Participants

#### **5.0 Induction of Participants**

The host organisation is required to conduct an orientation for participants within two weeks of their joining the organisation. The purpose of the Induction is to enable the participants to appreciate organisational culture, policies and procedures as well as clarify their responsibilities and the organisations expectations of them.

#### **6.0 Personal Files**

The Host organisation should have a File for participants. The file should contain the following;

- i) Capacity building Plan
- ii) Work plan
- iii) Appraisals

iv) Leave management form

## **7.0 Monitoring**

- a) Supervisors, in collaboration with participants, are to complete the work plan within two weeks of the participant's placement. However, Should a participant transfer to another unit, a new work plan should be used. Copies of the plan should be submitted to the department
- b) Supervisors are to monitor participants' performance by completing the appraisal forms and giving participants feedback once in six months. A copy is to be sent to the department.

## **8.0 Meetings**

Host organisations are obliged to attend meetings that are called by the Department/District Office to discuss participants' welfare.

## **9.0 Completion of service**

When a participant completes service or terminates service for whatever reason, supervisors are to ensure that an Exit form is completed and forwarded to the Department within 5 days of his/her exit The information to be completed in the form summarises the performance of the participants over the entire period of service.