



REPUBLIC OF BOTSWANA

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

GUIDELINES FOR YOUTH VOLUNTARY PROGRAMMES IN BOTSWANA

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ACCRONYMS AND DEFINITIONS

BNSP	Botswana National Service Programme
DEPARTMENT	Department of National Service and Internship
DIRECTOR	Means the Director of the Department of National Service and Internship
DISTRICT OFFICE	Ministry of Youth Empowerment, Sport and Culture Development District Office
DNSI	Department of National Service and Internship
HOST ORGANISATION	Any organisation (Public, private, Non-Governmental, community based, Parastatal)
INTERN	A graduate enrolled under the National Internship Programme
INTERNSHIP	National Internship Programme
GVS	Graduate Volunteer Scheme
GRADUATE VOLUNTEER	A graduate enrolled under the Graduate volunteer Scheme
MYSC	Ministry of Youth Empowerment, Sport and Culture Development
PARTICIPANTS	A youth enrolled under the BNSP/Tirelo Sechaba programme
SUPERVISOR	Superior/supervisor in the Host Organisation
TIRELO SETSHABA	Setswana name for Botswana National Service Programme
VOLUNTEERS	A graduate enrolled under the Graduate Volunteer Scheme



VALUES:

NO	VALUES	DEFINITIONS
1	Botshelo	Vigour. We shall put spirit, character and drive into everything we do.
2	Botho	We shall serve our customers with courtesy, humility, fairness, and compassion.
3	Teamwork	We shall work together and support each other in the execution of our mandate.
4	Integrity	We shall be honest, reliable and transparent in our service delivery.
5	Excellence	We shall uphold set standards by promoting efficiency, effectiveness and innovation.

OVERVIEW

It is a great pleasure to welcome you to the Botswana National voluntary programmes being;

- Botswana National Service Programme (BNSP)/Tirelo Sechaba
- National Internship Programme (NIP) and
- Graduate Volunteer Scheme (GVS).

Guidelines for Youth Voluntary Programmes in Botswana are meant to guide participants and Host Organizations throughout the voluntary experience. They govern administration of the programmes. It is the participants' responsibility to familiarize themselves with the Guidelines as ignorance of programme procedures and regulations will not be considered an excuse for failure to comply. Host organisations are also encouraged to familiarize themselves with the Guidelines for purposes of effective guidance to the Interns. The Department of National Service and Internship (DNSI) reserves the right to alter the Guidelines should need arise.

Contained in the Guidelines are sample instruments used periodically as part of administration of the programmes. These however may be amended from time to time as and when need arises. These are;

- i. The Return Slip which should be completed and returned to the Department of National Service and Internship within two days of resuming duty. The Slip confirms that the participant has resumed duty.
- ii. The Work Plan should be signed and submitted within one week of resuming duty. It is a Performance Agreement between the participants and the Host organization. A participant's performance is to be reviewed every six months to give them feedback.
- iii. The Performance Appraisal Form should be submitted to the Department every six months.
- iv. The Confirmation Form should be completed every month, as per set deadlines to confirm Participants for payment of their monthly allowance.

- v. The Exit Report should be completed and submitted when the Participant leaves the programme. Once the Participant has been exited from the programme s/he cannot be accepted back. The Exit Report should be accompanied by a Cover letter from the Host Organization.
- vi. All these documents should be kept in Participants' file and copies should be sent to DNSI.

Participation in these programmes gives you an opportunity to gain valuable experience in a working environment in order for you to explore and gain the relevant knowledge and skills required to enter the job market. You have the responsibility to ensure that your experience is a success. You should be proactive in searching ways to contribute to the goals of the employer and your aspirations.

We wish you a fruitful and fulfilling voluntary experience as a Tirelo Sechaba participant, Intern or Graduate volunteer.

1.0 INTRODUCTION

- a) The Department of National Service and Internship (DNSI) administers three programmes being;
- i. Botswana National Service Programme (BNSP)
 - ii. National Internship Programme
 - iii. Graduate Volunteer scheme (GVS).
- b) These Guidelines serve as regulations and procedures for the youth who participate in any of the 3 programmes; BNSP, Internship and GVS. They are also meant to guide host organisations on the conditions of internship or volunteerism by the youth. It is therefore the responsibility of both the participants and host organizations to acquaint themselves with the contents of this booklet.

2.0 OBJECTIVES OF THE PROGRAMMES

The three programmes are aimed at facilitating skills transfer among the youth; BNSP and GVS in addition create a platform for participation in community development and inculcate the spirit of volunteerism. This is intended to improve service delivery in the rural areas by engaging young people in extension work.

2.1 BOTSWANA NATIONAL SERVICE PROGRAMME (BNSP)/TIRELO SETSHABA

- i. Inculcate the spirit of volunteerism and community service among the youth.
- ii. Create opportunities for young people to gain life skills and experience.
- iii. Inculcate discipline, commitment, good work ethic among the youth.
- iv. Promote the spirit of patriotism to enable youth to contribute to the development of their country.
- v. Foster positive behavior among young people.
- vi. Instill a sense of responsibility and accountability.

2.2 NATIONAL INTERNSHIP PROGRAMME

- i. Skills transfer to graduate youth
- ii. Mentor and mold graduates into a productive and disciplined workforce
- iii. Inculcate discipline, commitment and good work ethic among the youth.

2.3 GRADUATE VOLUNTEER SCHEME

- i. Resuscitate the spirit of voluntarism
- ii. Skills transfer to graduate youth and/or host organizations
- iii. Platform for contribution to community development

3.0 ELIGIBILITY

- i. Internship Programme and the Graduate Volunteer Scheme are open to unemployed young people under **35** years of age with graduate qualifications (degree holders)
- ii. BNSP/ Tirelo Sechaba is open to youth between age **20** and **30** years with minimum of a Junior Certificate qualification, up to a Diploma qualification.
- iii. The GVS further accommodates youth who have served **2** years of Internship but are willing to continue as volunteers.

4.0 CONDITIONS

- i. Youth willing to participate in any of the **3** programmes shall enter into a written agreement with the Department.
- ii. Youth can only enroll for one programme/scheme at a time.

5.0 PLACEMENT

- i. Placement of youth to any organization will take into consideration the Applicant's qualifications.
- ii. Participants will be enrolled where they have accommodation or have made arrangements for own accommodation.
- iii. For GVS and BNSP, emphasis shall be on placement in the rural Districts where there is need for service.

- iv. Graduate Volunteers will be given priority for placement in the Internship Programme provided they are enlisted in the Internship waiting list.

6.0 LENGTH OF SERVICE

- i. Participants under the National Service shall serve until they reach **30** years of age.
- ii. The period of service for Internship is **24** months.
- iii. The period of service for GVS is a maximum of 12 months.
- iv. For all the programmes one can exit at any time should a volunteer/participant get an Internship, receive an offer of permanent employment or self-employment or for whatever reasons that should be communicated in the Participant/Intern/Volunteer Exit Form.

6.1 CERTIFICATION

- i. Participants of all the programmes will receive a Certificate of service/volunteerism upon successful completion of the programme
- ii. Any service of a shorter period than what is stipulated at **6.0 (i)** and **(ii)** will attract a letter of reference from either the Department of National Service and Internship (DNSI) or MYSC District office.

7.0 ALLOWANCES

7.1 Living Allowance

- i. A monthly allowance will be payable in arrears. Rates may change from time to time as and when need arises.
- ii. The allowance shall only be paid after receipt of a Monthly Confirmation Form signed by the Participant/Intern/Volunteer and Supervisor.
- iii. Host organizations are encouraged to pay the full amount of the living allowance

7.2 Other Allowances

- i. Where a Participant, Intern or Volunteer works beyond their normal working hours, appropriate compensation (Overtime or day - offs) shall apply.

- ii. Where a Participant, Intern or Volunteer works outside their duty stations, appropriate meal and subsistence allowances shall apply.

8.0 TRANSFER

8.1 Transfer Process

- i. Participants, Interns and Volunteers shall be eligible for transfer after serving a minimum of three **(3)** months with the same host organization and they shall be transferred only once.
- ii. Participants, Interns and Volunteers shall only be transferred after authority has been granted by the Department of National Service and Internship.

8.2 Grounds and Conditions for transfer

- i. Transfers are only allowed after **3** months of continuous service at a host organization.
- ii. Participants, Interns and Volunteers shall be transferred on the following grounds;
 - a. Upon joining a spouse after marriage
 - b. On swapping basis
 - c. On medical grounds
 - d. On any other valid reason that meets the approval of the Director

8.3 Transfer Procedure

- i. Participants, Interns and Volunteers shall request for transfer by filling the appropriate Form which should be signed by the proposed Host organization and supervisor before it is submitted to the Department or MYSC District Office.
- ii. Upon receipt of the Application Form, the Department will assess the application and respond accordingly.

9.0 PROTECTIVE CLOTHING

Host Organizations should provide Participants, Interns and Volunteers with industry-specific protective clothing and personal protective equipment.

9.1 WORKER'S COMPESATION

Tirelo Sechaba Participants, Interns and Volunteers will be covered under the Workers' compensation Act for injury or death caused by an accident in the course of duty.

10.0 LEAVE

10.1 Ordinary leave

- i. Interns and Volunteers shall earn **1.67** days per month, translating to **20** working days per annum, whilst Tirelo Sechaba participants shall earn **1** day per month, translating into **12** working days per month.
- ii. Participants, Interns and Volunteers shall be eligible to benefit from accrued leave days after **3** months of continuous service.
- iii. Accumulated leave days shall be carried over to another host organization upon transfer.
- iv. Accumulated leave days will not be cashed. Participants, Interns and Volunteers are encouraged to use up all their leave days before exiting the programmes.

10.2 Sick leave

- i. Volunteers will be entitled to **10** working days paid sick leave per annum
- ii. Any period of sick leave exceeding the annual **10** days will be treated as unpaid sick leave.

10.3 Compassionate leave

Volunteers/Interns will be entitled to **5** working days of compassionate leave per annum.

11.0 TEMPORARY EXIT

11.1 Grounds for Temporary Exit

- i. Maternity
- ii. Ailment
- iii. Further studies for a period not exceeding one year.

11.2 Procedure for temporary Exit

- i. The Participant, Intern or Volunteer shall fill a Temporary Exit Application Form which should be duly signed by the host organization. The Form must be accompanied by proof to substantiate the request. The Temporary Exit Form must be accompanied by the following;
 - a. A fitness certificate in case of pregnancy and ailment
 - b. A letter of admission, in case of further studies
- ii. If the Participant, Intern or Volunteer desires to be re-instated, he/she should apply for re-instatement.
- iii. The Department will re-instate applicants depending on the availability of space.

12.0 SUPERVISION

- i. Host organizations will supervise and monitor the performance of the Participant, Intern or Volunteer during their course of service.
- ii. The Department or District Office will conduct periodic support visits to volunteers at their respective host organizations to ensure a fruitful experience for them and the Host organizations.

13.0 CONDUCT

- i. The Participant, Intern or Volunteer shall be expected to conduct themselves in line with set rules and regulations of host organizations.
- ii. They are also expected to demonstrate a proactive approach to self – development as well as strive to link theory with practice.
- iii. In addition, Participants, Interns or Volunteers are encouraged to serve in accordance with the tenets of the Public Service Charter as listed below;
 - a. Regard for public interest
 - b. Neutrality

- c. Accountability
- d. Transparency
- e. Freedom from corruption
- f. Continuity
- g. The duty to be informed
- h. Due diligence

14.0 DISCIPLINARY PROCEDURE

- i. Disciplinary proceedings shall conform to relevant instruments such as the Employment Act, Public Service Act and its regulations, and General Orders, or those of Host Organizations.
- ii. The Director or Chief Executive of the host Department or any officer delegated by him/her will conduct an investigation on the allegations of any misconduct brought against the participant, and if he/she finds the participant guilty of an offence may award any one of the following forms of punishment;
 - a) Verbal warning
 - b) Written warning
 - c) Payment of the value of damaged or lost property
 - d) Failure to improve should be communicated with the Department.
- iii. The following discipline can only be taken by the Department;
 - a) Suspension from the Programme without pay
 - b) Forfeiture of allowance applicable to the period of unauthorized absence from duty
 - c) Dismissal from the Programme.

15.0 TERMINATION OF SERVICE

Participants, Interns or Volunteers are at liberty to permanently exit the programme by filling the necessary Forms which should be duly signed by the supervisor and submitted to the Department.

15.1 Grounds for Termination

- i. Permanent employment
- ii. Self-employment
- iii. A Graduate Volunteer position can also be terminated by joining the Internship

iv. Personal reasons

16.0 COMMUNICATION

The Director of the Department of National Service and Internship will be responsible for all official communication with Host organizations, relevant stakeholders and the youth attached to the 3 programmes.