

# LANDMARK INTERNSHIP PROGRAM

July 31, 2018



# INTRODUCTION

The Landmark internship programme is designed as a platform to mentor talented undergraduates and graduate students from local and international institutions. During their time with the Company, they will be expected to gain practical insights into the operational environment of the Landmark Group.

There is also a platform for teenagers who are in secondary school or college to partake in the internship program.

The Company's goal is to build a lasting relationship with the interns for potential full employment after the internship or in the future.

The interns will be assigned to departments based on their interests and the availability of these departments.

Although Landmark has hosted interns from many years, between 2015 to date, our internship program has particularly accommodated over 15 interns, 6 of which have been converted to full employment. We have also offered some others opportunity to return for internship or full employment.

# INTERNSHIP CATEGORIES – Graduate Internship

Category	Comment	Duration	Eligibility	Remuneration
<b>Graduate Internship</b>	<p>This category is for fresh graduates from international or local institutions with interest in Real Estate.</p> <ul style="list-style-type: none"> <li>National Youth Service Corps (NYSC)</li> <li>Fresh graduates waiting for NYSC deployment</li> <li>Candidates who are simply trying to garner temporary work experience</li> </ul>	<p>3 to 12 months. This category is open throughout the year subject to availability in department of interest.</p>	<ul style="list-style-type: none"> <li>1<sup>st</sup> class or 2.1 class of degree or its equivalent</li> <li>Relevant degrees in Finance, Engineering (Civil, Mechanical or Electrical), Architecture, Computer Science, Marketing and Sales, etc</li> <li>27 years old and below</li> <li>Strong communication and interpersonal skills; and ability to work in a team</li> </ul>	<p>Each intern will receive a monthly stipend of ₦50,000 as expense allowance</p>

## INTERNSHIP CATEGORIES – Undergraduate Internship

Category	Comment	Duration	Eligibility	Remuneration
<b>Undergraduate Internship</b>	This category is for students currently in universities or polytechnics with interest in real estate, who want to work during the holiday	2 weeks to 3 months.  Recruitment for this category is open throughout the year subject to availability in the department of interest	<ul style="list-style-type: none"> <li>• Candidate must be in year 2 and above of University. (platform is not open to final year students); Polytechnic candidate must have completed National Diploma</li> <li>• 1<sup>st</sup> Class or 2.1 <b>expected</b> class of degree or its equivalent</li> <li>• Candidate must be studying a relevant course, e.g Finance, Engineering (Civil, Mechanical or Electrical), Architecture, Marketing and Sales, Information Technology etc</li> <li>• Candidate must be below 24 years old</li> <li>• Candidate must possess strong communication and interpersonal skills; and ability to work in a team</li> </ul>	Each intern will receive a monthly stipend of <del>N</del> 25,000 as expense allowance

## INTERNSHIP CATEGORIES – Student Internship

Category	Comment	Duration	Eligibility	Remuneration
<b>Student Internship</b>	This category is for secondary school to post-secondary school students, who are interested in any aspect of real estate.	2 weeks to 2 months. This program is only open twice annually: April and July - August yearly	<ul style="list-style-type: none"> <li>• Candidate must be between 13 and 19 years old</li> <li>• Candidate must be between Year 9 and A-Levels education</li> <li>• Candidate must be interested in building a career in real estate or any of our core departments</li> <li>• Candidate must possess strong communication and interpersonal skills; and ability to work in a team</li> </ul>	Each intern will receive a monthly stipend of <del>R</del> 25,000 as expense allowance

## 1. Recruitment Process

- Application with up-to-date curriculum vitae should be sent to [hr@landmarkfrica.com](mailto:hr@landmarkfrica.com) all year around.
  - \*Candidate for Graduate and Undergraduate internships must include official transcript or statement of result. (All candidates must provide school references and GPA scores.)
  - \* A one page personal statement must be attached to application. Statement should state life experience, ambition and what they hope to achieve
- There will be a written assessment to assess reasoning, comprehension and communication skills.
- Interview will be conducted for successful candidates

## 2. Evaluation Process

- Line Managers of each team will fill an assessment form for the respective intern. The assessment will test the intern's skill, character, team work and ability to learn new roles.
- At the end of the programme, an assessment form will be filled by the Line Manager and the team members of the intern. The assessment will test the character of the intern, skills and growth

## TESTIMONIAL

“Working at Landmark has been a very beneficial experience. I worked in several departments such as projects, business development, corporate finance, customer services and IT. This experience was also able to give me an idea of what career path I might consider in the future.

Working in the Projects department taught me that there was more to real estate than nice houses and well-designed buildings, but rather how it is built from the very beginning. I learnt about anchor bolts and how the cement is laid on the foundation. These were things I was unaware of and didn't know before. It was interesting to see how the base of buildings is made and how cement blocks are made.

The Business Development department was a great experience. Working with the marketing and sales team and the social media team, I spent some of this time calling several newspaper firms enquiring about their advert rates. I also spent some time writing down possible restaurant tenants and their contact details for the upcoming retail boulevard.

During my time in the corporate finance department I learnt how the business plan future revenue and how much revenue would be gained from each tenant which is also predicted 10 years ahead. I also learnt that funds are raised through equities rather than debts from the bank.

I then spent two days with the customer services department where I learnt how to handle customers and speak to them politely, how to answer calls and also how to diffuse any issues a customer may have.

Working with the IT department for a day was also good. I learnt that they deal with hardware and software for the business and they are responsible for the software 'LEMA' where tenants can complain if there are any issues.

Overall my landmark internship has been a great experience. It gave me an insight to many different departments and helped me consider my career path for the future. Additionally, I was able to experience an office environment and a taste of life in the work environment. I would like to thank Paul, Adekemi and all the staff for taking time out of their busy schedules for giving us this useful experience. We've had a great time!”

# The End

