

# NGO Forum internship initiative



## Call for Interns

Date: 9/02/2018

Queries may be directed to: [nngo-fp@southsudanngoforum.org](mailto:nngo-fp@southsudanngoforum.org) or [hr@southsudanngoforum.org](mailto:hr@southsudanngoforum.org)

Position Title: Intern  
Position Type: South Sudanese national position  
Location: Juba, South Sudan  
Work Station: Allocated host NGO  
Reporting to: Host NGO allocated supervisor  
Duration: 3 months

### **ABOUT THE NGO FORUM**

The NGO Forum is an independent coordinating body of national and international NGOs that serves and facilitates the work of its members to address the humanitarian and development needs in South Sudan. All member organizations agree to provide humanitarian and/or development assistance to the South Sudanese people regardless of ethnic background, political affiliation, or religious belief. Member organizations are nonpartisan, non-proselytizing and do not participate in military activities.

### **ABOUT THE NGO FORUM INTERNSHIP INITIATIVE.**

The NGO Forum internship initiative is three-month long opportunity designed to benefit fresh bachelor's degree or diploma graduates or graduates with no work experience by placing them within pre-selected NGOs for a specified period of time so as to gain work experience and improve their resumes and chances of getting employment within the humanitarian and/or development sector.

This opportunity is available to South Sudanese nationals only.

### **PURPOSE OF THE INTERNSHIP INITIATIVE:**

The purpose of the internship is to provide an opportunity for individuals to substantively contribute to and learn from the work of the pre-selected NGOs who will be hosting them. The intern will be given specific tasks and responsibilities and will be challenged to develop their competencies and gain experiences. The intern is expected to be professional, responsible, flexible and to take part in various activities at the office and sometimes in the field.

The NGO secretariat will pre-select NGOs from its membership through a pre-qualification process and each NGO will be allowed to specify the number of interns they wish to host for the 3 months period. During the 3 months period, interns will be assigned to departments that fit their qualification, area of training and area of interest as expressed in their motivation letter. However where possible an intern can be assigned to more than one department.

The departments are organized in two broad areas;

1. **SUPPORT DEPARTMENT**, which includes but not limited to administration and finance, procurement and logistics, human resources.
2. **PROGRAM DEPARTMENT** which includes but not limited to monitoring and evaluation, communications, policy engagement, community engagement, protection and peace building work, food security, health, education, water and sanitation, Nutrition among others.

## **REQUIREMENTS**

We expect applicants to have at least a first degree or diploma. Female applicants are encouraged. We are looking for interns who are committed, diligent, positive, open minded, reflective and willing to learn.

Internships are open to only South Sudanese citizens. We will seek to find South Sudan regional balance (Greater equatorial, Greater upper Nile and Greater Bahr el Ghazal) and look for a diversity of interests, backgrounds and experiences.

## **TIME COMMITMENT**

The internship will last for 3 months per cycle and there will be 3 cycles per year.

## **CONDITIONS:**

Internships are on a voluntary basis and no salary is provided however a small monthly stipend will be provided to help interns cover personal expenses such as transport costs, lunch etc. The intern is wholly responsible for all costs related to health, accommodation unless he or she has been assigned by the host NGO on a field mission out of his/her duty station.

## **APPLICATION PROCEDURE**

Interested applicants are advised to send a cover letter explaining their motivation and a description of what they hope to achieve during the internship along with their resume and academic documents to NGO Forum office located within Concern Worldwide compound along Airport road opposite Ebony National Bank or by email to [hr@southsudanngoforum.org](mailto:hr@southsudanngoforum.org)

Applicants are advised to specify their main skills and interests and relate them to their desired department and sector of work within the NGO.

Applications will be received no later than **19<sup>th</sup> Feb 2018**