



Program Intern - HARP DanChurchAid South Sudan Country Office

DanChurchAid (DCA) is looking for a proficient and robust Program Intern for its South Sudan Country Office to work in the Humanitarian Assistance and Resilience Program (HARP). The duty station is Juba with very limited travels to field locations.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war.

In DanChurchAid we strive to secure high quality standards of work. The aim of the **Program Intern – Humanitarian Assistance and Resilience Program (HARP)** in close collaboration with Head of HARP is, to support the Humanitarian Assistance and Resilience Program (HARP) team with administrative tasks related to everyday running of the HARP. Overall, s/he will ensure s/he works in accountable, professional and create an efficient, open and inspiring work environment for all.

The main responsibilities of the **Program Intern – HARP** are:

- Providing support with writing, editing, and translations;
- Updating and maintaining DCA South Sudan Country office's Intranet;
- Office related work, e.g. printing, documenting and filing;
- Assisting with communication tasks;
- Prepare and participate in meetings as required, and ensure good record keeping;
- Provide support capacity where needed and as prioritised by the team;

The **Program Intern – Humanitarian Assistance and Resilience Program (HARP)** is placed in the HARP Unit headed by the Head of HARP - Humanitarian Assistance and Resilience Program.

We are looking for a new colleague with the following qualifications:

- A strong knowledge of working English (Spoken and Written);
- A very strong experienced/background working with Windows, incl. Word, Excel and Power Points;
- Knowledge and interest in Development and Humanitarian work;
- Understanding of working in the INGOs setup;
- Ability to stay focused, efficient, and effective in managing multiple priorities
- Interest in working with partners (INGOs and NNGOs);
- A pro-active, efficient and innovative team player with an open, humorous disposition;
- A team player with strong personal skills;
- Ability to work independently achieve accomplishments;



- Good in prioritizing and structuring work in a busy work environment;
- Demonstrated ability to collaborate with internal team, cross-functional team, and external parties in a dynamic environment;

We especially encourage women to apply and a South Sudanese will be preferred for the position.

Interested candidates should submit a cover letter, CV and academic certificates to ssk.recruitment@dca.dk. Mark e-mail "**Program Intern – HARP /candidate's surname**". **The deadline for applications is January 05, 2017.** If this is not at all possible, an application can be submitted by hand delivery at the DanChurchAid Office Compound in Hai Cinema. **Please note that no material or documents handed over to DCA will be returned to the applicant upon termination of the recruitment process.**

DCA in South Sudan work with humanitarian response, Food Security, Peace and Conflict Mitigation, Active Citizenship and Humanitarian Mine Action. The DCA Office in Juba has over 90 staff members

DCA was established in 1922 and is today one of the major Danish humanitarian non-governmental organizations working to assist the poorest of the poor. DCA has Regional Offices in 11 countries, Humanitarian Program in 5 countries and projects worldwide and about 150 staff in HQ in Copenhagen. DCA is member of the ACT Alliance. For more on DCA, please be referred to www.danchurchaid.org