**** Plot No. 60 & 61 Hai Thoura

Buluk – Hai Thoura Road Telephone No. +211955413090.

E-mail: info@fyisouthsudan.org

[www.fyisouthsudan.org](http://www.fyisouthsudan.org)

***Pathway to development and social transformation***

Foundation for Youth Initiatives (FYI) is a small foundation, founded in 2011 in South Sudan. It draws its philanthropic establishment from multicultural and professional expertise of its founders. Today, we champion development programs supporting cooperative movement, agriculture development, entrepreneurship and social enterprises in South Sudan. We work directly with underserved communities, smallholder farmer cooperatives, women-led enterprises, youth associations, small and medium enterprises by strengthening their operational capabilities, primarily to make them promote local peace, create jobs, improve incomes and achieve food security.

Currently, we are looking for an intern or associate to be assigned the office of the Managing Director, with the following tasks.

**Post: Administrative Assistant Associate**

Responsibilities:

* Possesses a diploma or undergrad
* Assist to Managing Director in administrative related issues
* Contribute to social media accounts of the Foundation;
* Work with communication and programs team to post outcomes of and analyses on project grants  and program initiatives;
* Assist in editing, blogging, and other writing duties;
* Research specific issues and news about South Sudanese grassroots economic development;
* Review and analyze the narratives of project grant closeout reports as the Managing Director directed;
* Work with Communications team to package and use these on different media.

**Skill Needed:**

* Experience in handling social media accounts and using new media;
* Demonstrably strong writing abilities, including being able to “write precise reports presentable to external audience;
* Interest in community-level economic development and foreign assistance;
* Ability to assess written data quickly;
* Basic excel, to check financial data (such as inputs, outputs, and statement balances);