



External Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam GB has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on Saving Lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Gazal.

Position: Funding Intern
Location: Juba South Sudan
Contract Type: Fixed Term (Six Months)
No. Of post: 1

Purpose:

The internship will be beneficial to the intern as well as to Oxfam programme in South Sudan. The internship will familiarize the intern with Oxfam systems and with its multidimensional activities in the country. The placement will further add practical knowledge and skills to the intern's theoretical knowledge of funding issues for humanitarian and development programmes.

Oxfam will also benefit from the wide variety of academic knowledge, professional experience and personal creativity of the Intern. Interns can bring new, refreshing ideas/thoughts to the Office. Moreover, they can contribute by keeping the Office self-reflective and critical of its own performances.

Required Qualifications:

The intern should possess/or be enrolled in a programme for a university degree in business, finance or social sciences. Interest in human development and human rights should be reflected in the curriculum vitae. Some work experience in the field of international cooperation, development assistance civil society or humanitarian aid would be an asset. Applicants should have a good command of English. This opportunity is valid for South Sudan nationals only.

Nature of Internship:

The intern will assist the Funding Unit in the Office and will work closely with the Funding and Compliance Adviser and Funding Coordinator, who will function as the supervisor during the internship. The intern may be asked to perform any task indicated in the Terms of Reference or designated by the

supervisor. The intern will be involved to the greatest possible extent in substantive Office activities and will be requested to support in preparations to activities such as workshops.

Facilities in the office:

The intern will be provided with a supervisor (Funding Coordinator) who is approachable at any time and who will make the effort to involve the intern with substantive programme activities. The intern will attend weekly staff meetings and will be provided with all opportunities to acquire deeper insight into the functioning of Oxfam's programmes and systems.

Responsibilities:

The intern will not be given responsibilities equal to staff members in the execution of tasks. The task package, accorded to the intern, will be supplementary to the regular responsibilities of the Funding Unit.

Career opportunities with Oxfam:

The purpose of the Internship Programme is to complement to the Intern's studies, but not to lead to further employment with Oxfam. However, a number of interns, having completed their studies and met the necessary eligibility requirements, have gone on to further assignments with the same organization of their initial internship.

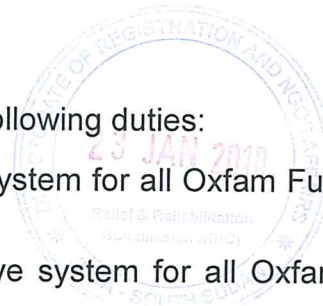
Duties and Responsibilities

The Intern is responsible for performance of the following duties:

- Support on developing a structured filing system for all Oxfam Funding Contracts
- Support on developing a structured archive system for all Oxfam old Funding Contracts
- Support on developing a structured filing and archiving system on the O-drive
- Ensure all documents related to all contracts are scanned and filed properly.
- Support on organizing kick-off workshops and close out workshops of different projects
- Support on data entry and information systems
- Support on report follow up with the programme teams
- Support on Donor Mapping, Donor Profile and Donor Engagement plans and any donor related marketing documents

Other:

The Intern shall:



- Observe all applicable rules, regulations, instructions and procedures of Oxfam;
- Provide Oxfam with a copy of all materials prepared during the internship;
- Respect the impartiality and independence required of Oxfam and shall not seek or accept instructions regarding the services performed under the internship agreement from any authority external to Oxfam;
- Refrain from any conduct that would adversely reflect Oxfam and will not engage in any activity, which is incompatible with the aims and objectives of Oxfam.
- Abide by the Oxfam Code of Conduct.

NB: This position is open to south Sudanese Nationals Only, and female candidates are strongly encouraged to apply. **Only short listed candidates will be contacted.**

Deadline for submission of applications is 9th February 2018. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop hard copies of their CVs to Oxfam Office in Juba opposite Dr. John Garang International School.

