



External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam 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 states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Finance Intern
Location: Juba
Contract Type: Fixed Term
Number 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 a relevant degree in Accounting and Finance.

Nature of Internship:

The intern will assist the Finance Unit in the office and will work closely with the Finance Assistant and Finance Officer, 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.

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.

Responsibilities:

- Support the finance unit in managing archive by maintaining and keeping finance files in order
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- Ensure all the relevant documents are filed correctly and timely.
- Clear backlog for documents that require proper filing by designing proper filing system in consultation with Finance team.
- Verify all financial documents at Juba level with 'PAID' stamp.
- Receive financial documents from field, review for completeness and file properly.
- Support the finance unit by arranging financial documents when required for audit
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- Scanning monthly financial documents and uploading to the box.
- Work closely with Finance Assistant and covering the role and assist in cash payments
- Learning finance functions in support of other finance team members
- Any other duty as may be assigned by Roving Finance Manager

Deadline for submission of applications is 14 February 2023. 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.

NB: This position is open to only Female South Sudanese candidates.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks.

Note: All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

