



COMMUNITY AID FOR RELIEF AND DEVELOPMENT (CARD)

Located at AIC/ICCO Compound, Hai Tarawa Juba- South Sudan

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Position: Resource Mobilization Intern

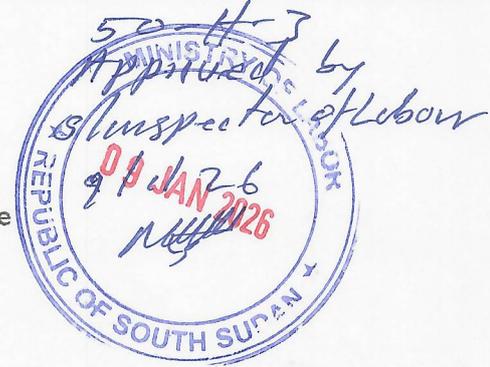
Organization: Community Aid for Relief and Development (CARD)

Duty Station: Juba, South Sudan (with possible field support) non-relocatable

Duration: 6 months (with possibility of extension)

Reports to: Executive Director

Start Date: 01/02/2026



Community Aid for Relief and Development -CARD is a nationally recognized humanitarian and development organization, legally registered in South Sudan since 2011. We are committed to alleviating poverty, advancing health, Education, strengthening livelihoods, and fostering social justice among vulnerable populations. CARD works in close partnership with government ministries, UN agencies, civil society, and local communities to deliver integrated, innovative, and sustainable solutions.

Community Aid for Relief and Development (CARD) secured funding from South Sudan Humanitarian Fund (SSHF) for Provision of WASH services aiming at supporting conflict-affected people in Tambura Western Equatoria through static intervention.

The WASH project aims at addressing life-saving Water Sanitation and Hygiene (WASH) activities aimed at meeting the humanitarian critical needs of conflict IDPs in Tambura and the project will be delivered through static modality targeting locations hosting (Complex IDP Camp – Yambio road, TOB UNMISS IDP Camp, St Mary Catholic Church IDP Camp and Barracks IDP Camp – Wau road hosting high IDPs).

Community Aid for Relief and Development (CARD) seek to strengthen its resource mobilization capacity through engaging a **Resource Mobilization Intern** to support fundraising, donor engagement, and proposal development processes.

2. Purpose of the Internship.

The Resource Mobilization Intern will support the organization's fundraising and partnership efforts by assisting in donor mapping, proposal development, concept note preparation, and grants intelligence. The internship aims to build the intern's practical experience while contributing to the organization's sustainability and growth.

3. Key Responsibilities



Donor Research and Mapping

- Conduct research on potential donors (UN agencies, SSHF, bilateral donors, INGOs, foundations).
- Support updating and maintaining the donor database and funding calendar.
- Track funding opportunities relevant to the organization's thematic and geographic focus.

Proposal Development Support

- Assist in drafting concept notes, expressions of interest (EOIs), and proposals.
- Support compilation of proposal annexes (log-frames, budgets, organizational profiles, CVs).
- Review donor guidelines and summarize compliance requirements.

Grants and Reporting Support

- Assist in maintaining grants trackers and funding pipelines.
- Support preparation of donor reports (narrative sections, success stories, photos).
- Organize proposal and grant documentation in line with donor requirements.

Partnership and Communications Support

- Support engagement with partners and consortium members.
- Assist in drafting donor communication materials, capability statements, and presentations.
- Support documentation of project achievements for fundraising and visibility purposes.

Administrative and Learning Support

- Participate in proposal review meetings and donor briefings.
- Support filing and archiving of resource mobilization documents.
- Perform other related duties as assigned by the supervisor.

4. Expected Deliverables

- Updated donor mapping and funding opportunities matrix.
- Drafted or contributed EOIs/concept notes/proposals.
- Organized grants and donor documentation.
- Monthly internship activity summary.

5. Required Qualifications and Competencies

Education.



Graduate student in Development Studies, project management, International Relations, Economics, Business Administration, Social Sciences, or related field.

Experience

- Prior internship or volunteer experience with an NGO is an added advantage.
- Basic understanding of humanitarian and development programming in South Sudan is desirable.

Skills and Competencies

- Strong research, writing, and analytical skills.
- Good command of written and spoken English.
- Ability to work under deadlines and manage multiple tasks.
- Proficiency in MS Word, Excel, and PowerPoint.
- High level of integrity, professionalism, and willingness to learn.

6. Supervision and Support

- The intern will receive close supervision, mentoring, and on-the-job training.
- Regular feedback and learning reviews will be provided throughout the internship period.

7. Ethical Considerations

The intern is expected to adhere to the organization's policies, including safeguarding, prevention of sexual exploitation and abuse (PSEA), child protection, and confidentiality standards.

8. Internship Conditions

- This is a learning-focused internship and may be paid or unpaid, subject to organizational policy.
- The intern will be required to comply with organizational rules and South Sudan NGO regulations

9. Application Process

Interested candidates should submit:

- Cover letter
- Curriculum Vitae (CV) 3 pages only.
- Copies of academic certificates

Applications should be sent to: cardsouthsudanprogram@gmail.com

Deadline: 29/01/2026

Female candidates are strongly encouraged to apply.

