



IT/ Media Intern

- Location: Juba, South Sudan
- Duration: 6 Months

Company Description

EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit Organization that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The USAID Youth Empowerment Activity focuses on the assets and resilience that youth themselves possess and can recognize, champion, and reinforce in one another. It aims to improve access to knowledge and functional skills for more than 25,000 youth – aged 15 to 29 in 5 states (Eastern and Central Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) and 13 counties. It provides foundational English literacy and numeracy and Work Ready Now training to youth who have never been to school and those who have dropped out after one year so that they can generate an income, lead healthier lives and contribute to the social cohesion of their communities.



Job Description

The IT/ Media Intern will work as part of a team on the USAID Youth Empowerment Activity to support daily IT tasks.

He/She will work closely with the IT consultant, with support from other colleagues to train her/him on daily, weekly, and monthly operational activities.

Responsibilities

- Assist with Software Installation and Updates.
- Assist staff in Changing Cartridge.
- Assist in Maintaining an effective social media strategy primarily through online groups on social media such as Facebook and LinkedIn etc
- Conduct social media campaigns.
- Write and edit contents, develop interactive contents, build meaningful connections with key audiences on digital and social channels
- Update social media accounts (Facebook, LinkedIn, Instagram, YouTube, etc), including planning content, publishing content, monitoring comments, direct messages and mentions, analyzing insights and suggesting improvements along with other Programme Specialists
- In collaboration with other Programme Specialists, support promotional events, conferences, and special events via social media campaigns
- Support to updates and maintenance of websites.
- Demonstrate positive attitude towards work and the organization
- Maintain discipline and uphold personal and professional integrity
- Engage in active learning to acquire new skills and prospective necessary to enhance organizational IT needs.
- Any other Duties Assigned.



Qualifications

- Recent Graduate of bachelor's degree / Diploma in IT or Relevant Field
- Be dynamic and eager to learn.
- computer knowledge and adaptability to new software (Word, excel minimum)
- Ability and Capacity to coordinate, collaborates well with colleagues to establish effective working relations.
- Outstanding written and oral communications skills
- Proficient in MS Office and various social media applications
- Knowledge in social media strategies and best industry practices
- Creative, innovative, and detail-oriented
- Excellent work ethic

Additional Information



Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in the specific County is highly preferred.

Application Instructions:

Job closing date: July 3rd , 2024

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/SouthSudanJobs>

Or only if technical difficulties occur, applicants may send their resumes to: usaidyearecruitment@edc.org, listing “**Job Title-IT/ Media Intern YEA South Sudan**” in the Subject Line.

Or hand deliver applications, enclosed in an envelope to **Afex Security Reception** to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received. Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

Note: EDC doesn't solicit for money from applicants at any level of the recruitment & selection process.

