



Approved
[Signature]

Intern-Office Assistant

External Advert

Position Details

Position Title: Intern –Office Assistant

Location: SNV Juba Office

Duration: 3 Months

Organisation Overview

SNV is a mission-driven global development partner working in more than 20 countries across Africa and Asia. Building on 60 years of experience and grounded in the 2030 Agenda for Sustainable Development, we work on the core themes of gender equality and social inclusion, climate adaptation and mitigation, and strong institutions and effective governance. Together with our team of over 1,600 people, our mission is to strengthen capacities and catalyse partnerships that transform the agri-food, energy, and water systems, which enable sustainable and more equitable lives for all.

Our core values of people-centeredness and respect, equity and equality, and diversity and inclusion, are fundamental to who we are, and what we do. This is reflected in our vision and mission, and strategy, which sets out our aspirations and commitments as our compass towards 2030.

For more information on SNV, please refer to our website: www.snv.org

Purpose of the Role

The Office Assistant Intern will provide comprehensive administrative, front office and clerical support to ensure the smooth and efficient functioning of the SNV Juba office. This internship is designed to offer practical exposure to office management, administrative processes, and organizational operations, enabling the intern to develop essential professional skills.

Key Responsibilities

Office Supplies & Inventory Management:

- Monitor and maintain office supplies: Regularly check stock levels of stationery, printer cartridges, and other essentials. Create a system (e.g., weekly checklist) to avoid shortages.
- Ensure timely replenishment: Coordinate with vendors or procurement teams to order supplies before they run out.
- Assist in tracking inventory: Maintain an updated inventory log for all office items, including furniture and equipment.
- Prepare requisition forms: Draft and submit purchase requests accurately and on time.

Filing & Documentation:

- Organize and maintain physical filing systems: Sort documents by category (e.g., finance, HR, operations) and label files clearly for quick access.
- Support in archiving documents: Follow organizational retention policies for storing or disposing of old records securely.

Communication Handling:

- Answer and direct incoming phone calls professionally: Use a courteous tone, log messages, and forward calls to the right person promptly.
- Manage incoming and outgoing correspondence: Sort and distribute mail, track courier packages, and ensure timely dispatch of letters and emails.



Meeting & Event Support:

- Assist in scheduling meetings: Coordinate calendars, send invites, and confirm attendance.
- Prepare agendas, minutes, and materials: Ensure all documents are ready before meetings and minutes are circulated afterward.
- Provide logistical support for events: Arrange venues, catering, equipment, and handle registrations for workshops or staff activities.

General Administrative Support:

- Maintain a clean and organized office environment: Monitor shared spaces, report maintenance issues, and ensure tidiness.
- Perform other administrative tasks: Support supervisors with ad-hoc duties like data entry, photocopying, or assisting visitors..

Expected Deliverables

- A well-maintained inventory record and uninterrupted availability of office supplies.
- A structured filing system that allows easy retrieval and complies with company standards.
- Efficient communication flow within the office and accurate message handling.
- Smooth execution of meetings and events with all necessary resources in place.
- A professional and welcoming office environment.
- Effective support for meetings, events, and day-to-day office operations.

Qualifications

- Currently pursuing or recently completed a **Diploma or bachelor's degree in business administration**, Office Management, or a related field.
- Basic proficiency in **MS Office Suite** (Word, Excel, PowerPoint).
- Strong **communication and organizational skills**.
- Ability to maintain **confidentiality** and work collaboratively in a team environment.
- **Ready to learn**

Reporting Structure

The intern will report directly to the **Human Resource Administrator** and collaborate closely with other administrative staff to ensure seamless office operations.

How to Apply

If you believe that your credentials meet the outlined profile, we invite you to apply by uploading your CV and a letter of motivation before/on **December 16, 2025**. Please submit your application only via Smart Recruiters. All information will be in the strictest confidence.

If we see that your experience and skills match the requirements of the position, we will contact you to advise you of the next steps in the recruitment process. Should SNV wish to proceed with your application, two interviews with a Selection Committee will take place.

SNV is an equal opportunities employer and female candidates are encouraged to apply.

Working at SNV

SNV offers a challenging work environment, opportunities to lead and innovate, and a commitment to growing your skills in a fulfilling and diverse working environment. Our staff benefit from, and contribute to, an internal and global network of experts.





Vetting

SNV carries out rigorous background and reference checks concerning possible safeguarding incidents for all candidates applying for International determined positions. As SNV participates in the Inter-Agency Misconduct Disclosure Scheme, all reference checks include a request to past employers to fill in a questionnaire regarding Misconduct (sexual exploitation, sexual abuse, or sexual harassment), which can be found at: "[Statement of Conduct](#)". This Statement of Conduct adopts the definitions used in the Scheme.

We do not appreciate third-party mediation based on this advertisement.

