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OXFAM

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: Program 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/or be enrolled (At Final Year Level) in a Programme for a university degree in International relations, business, Political 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 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:

Oxfam in South Sudan

The future is Equal

<https://africa.oxfam.org/>



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:

1. Provide general administrative support/operations support such as scheduling and facilitating meetings, drafting meeting minutes, drafting and tracking memos, ensuring that action items are followed up, filing, correspondence control, and other administrative services as required.
2. Potential for some program support to WASH, Protection, Food Security and Livelihood and other sectors, for Oxfam country program under the supervision of the Humanitarian Program Manager and DCD program in South Sudan.
3. Possible opportunity to participate in special research or knowledge management project(s) relevant to candidate's experience and/or coursework.
4. Track program/project reporting requirements and help ensure that report deadlines are met in coordination with project managers and leads. This includes, weekly and monthly field programme updates, donor reports and sitreps.

Other:

The Intern shall:

- (a) Observe all applicable rules, regulations, instructions and procedures of Oxfam;
- (b) Provide Oxfam with a copy of all materials prepared during the internship;
- (c) 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;
- (d) 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.
- (e) Abide by the Oxfam Code of Conduct.

Deadline for submission of applications is 26 June 2024. 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.

