



SCOPE OF WORK
Resilience through Agriculture in South Sudan (RASS)
(RASS)

Position Title:	Operations Internship
Work Location:	Juba Headquarters
Travel Expected:	Up to 10% may be dedicated to travel to areas of intervention
Contract Name:	Resilience through Agriculture in South Sudan Activity (RASS)
Status:	Intern
Period of Performance:	3 to 6 months depending on performance and availability of fund
Direct Supervisor:	Finance And Operations Manager

Note: Female candidates are highly encouraged to apply

ABOUT RASS ACTIVITY

USAID’s four-year (2021-2025) Resilience through Agriculture in South Sudan (RASS) Activity overall purpose is to reduce long-term reliance on humanitarian assistance (HA) by significantly improving food security, community resilience, and household recovery in 13 priority counties. RASS will strengthen capacities to sustain gender-responsive, diversified, and market-sensitive agricultural production; increase availability of, access to, and utilization of diverse, safe, and affordable diets; and expand opportunities for sustainable, locally driven livelihoods, thereby graduating communities from high Integrated Phase Classification (IPC) to lower phases, reducing dependence on humanitarian assistance and transition to inclusive development assistance and economic growth. The RASS Project aims to improve food security and community household recovery and resilience in 13 counties, targeting approximately 20,000 beneficiaries. RASS employs a resilience pathways approach to improve the effectiveness of local systems and strengthen the capacities of community groups to achieve gender-responsive and diversified market-sensitive production; facilitate increased production of diverse nutritious foods by strengthening productivity, reducing food loss, and improving nutrition behaviours; and strengthen and expand household and community opportunities for sustainable, locally driven livelihoods.

CONTEXT AND GENERAL TECHNICAL REQUIREMENTS

RASS Activity works with a sub-partner consortium and through local partnerships to ensure the sustainability of RASS interventions in various field sites for achieving its objectives. RASS works through field offices either directly or through co-location within existing consortium partners, prioritizing collaboration, learning and coordination with other USAID and/or donor partners. It is on this backdrop that a strong operational platform/model is envisioned to deliver timely, agile, and adaptive activity implementation in South Sudan.

POSITION DESCRIPTION AND RESPONSIBILITIES

The operations **Intern** will support RASS operations team to provides day-to-day crosscutting support in operation units (Office Administrations, HR Management, Procurement, Financial and Grant Management) and specifically in administrative management, filing systems, operation record keeping and tracking. Operations Officer intern will continually uphold RASS core principles for meeting its objectives, and ensure all decision-making is rooted in RASS values. S/he will contribute to a learning environment in which personal and team growth is supported, with a shared understanding that the “team” always comes before the “individual.”

The following comprise main responsibilities of the **operations Intern**:

Office Administration & Management: (40% LOE)

- Supporting Administration Staff in office inventory and office supplies management, including records management, supply replenishment, disposal, and support of periodic file reviews. Ensure adequate stocking of office supplies.



Human Resources Administration: (20% LOE)

- Support HR& Admin. Assistant in ensuring confidential management of HR staff records.
- Support recruitment process, staff induction, and orientation management, coordination of staff training and development.
- Support management in handling and operationalization of RASS code of conduct and performance management policy, including staff separation procedures.
- Support in day-to-day HR administration tasks based on DAI systems.

Procurement and Logistics Compliance: (20% LOE):

- Support Procurement and Logistic Officer to ensure procurement and logistics policies are fully operationalized by ensuring needed SOP's, guidelines, checklist, and workflows are fully developed and appropriately used.
- Support procurement and logistics work processes/practices in in compliance with DAI policies, approved templates, donor regulations and country local laws.
- Provide logistical support to field activities, including planning, coordination, preparation of equipment and supplies, distribution or safe movement of people and goods, considering risk management and proposing mitigation measures.

Financial Responsibilities (10% LOE)

- Support finance unit in managing archive by maintaining, keeping finance and accounting files in order
- Support finance document filling in accordance with projects records
- Support reviews of finance records as may be called Upon
- Scanning Monthly financial documents and uploading to SharePoint
- Support accountant with other accounting duties as may be as needed from time to time.

Grant Management Responsibilities: (10% LOE)

- Support grant unit in grant management, documentation, and solicitation procedures
- Support filling of grants related documents as required
- Support grant Sub-Ward and Contract Manager in grant management day to day tasks as may be called upon

Applications close on **Tuesday, 28th February 2023**, however suitable candidates may be selected before that date.

A Note: This job description is not exhausted, and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to always maintain confidentiality of all beneficiaries and internal information. Only candidates who passes the first stage of the interview process can proceed to the next stage.

Reporting: The Operations Intern will report Finance and Operations Manager.

Required Qualifications

QUALIFICATIONS

- **Education and Work Experience:** Degree in Business Administration (BBA) or Management, Human Resources, Public Administration, ICT, or appropriate field *and* at least three years of relevant work experience or a university degree in any of the previously mentioned fields.
- **Demonstrated Professional Knowledge:** Some exposure to, the application of South Sudan labor laws, administering HR systems and templates, understanding of office administration functions, and generally accepted accounting principles.
- **Demonstrated Professional Ability:** strong command of standard Microsoft Office programs such as Word, Excel, and Outlook as well as finance/accounting software used to track transactions.
- **Demonstrated Communications Skills:** proven ability to effectively communicate/collaborate across teams, cultures, gender, and generations, including with team members based in other countries. Professional fluency in English and Juba Arabic a must. Local languages a plus.

REQUIRED ATTRIBUTES OF ALL RASS TEAM MEMBERS

- **Be Flexible and Adaptive** – given the pace and frequency at which conditions may change in South Sudan, team members are expected to be agile with position requirements, adapting to changing circumstances for successfully meeting the objectives of the contract.
- **Be Collaborative and Inclusive** –individual team members are expected to model openness to new and competing ideas, seek feedback from colleagues, demonstrate and internalize respect for diverse opinions, and proactively create safe spaces for participation in decision-making processes to ensure the views of different groups, gender,



and levels of understanding and experience within systems where RASS operates are considered and incorporated into activity programming, security, and development of RASS policies and procedures.

APPLICATION PROCESS

- To apply, please send your complete and updated CV/resume including full names, contact details (functioning email and phones) and a Motivation Letter as one single document to rass_recruitment@rassactivity.org.
- Your attachment must be less than 2 megabytes in size. **Please DO NOT** submit any other recruitment documents at this time. In the subject line, please include the **Title** and of the position for which you are applying, as advertised at the top of this announcement.
- Please apply electronically, DAI will not be accepting paper copies at this time.
- Only shortlisted candidates who meet all the minimum qualifications will be contacted.
- Only candidates who passes the first stage of the interview process can proceed to the next stage.
- **DAI will carry out reference checks and document verification for successful candidates.**
- The deadline for submissions is **Tuesday, February 28, 2023, at 05:00PM (17:00) CAT**. Kindly be reminded that DAI does NOT tolerate canvassing and will not answer questions via phone calls

*** Female candidates are highly encouraged to apply. ***

***The is a national intern position that is ONLY open to South Sudanese professionals. Female candidates are strongly encouraged to apply. ***

DAI Organization and Values: DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner. DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

