



# OXFAM

## SOUTH SUDAN PROGRAMME

Program INTERN

### TERMS OF REFERENCE

**JOB TITLE:** Program INTERN  
**DEPARTMENT:** Country Program Management Team  
**LOCATION:** JUBA, SOUTH SUDAN

#### **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 Oxfam multi-sectoral Humanitarian and Development interventions across Oxfam South Sudan's areas of intervention.

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 in a programme for a university degree in business, finance or social sciences or any other relevant course of study. 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 (spoken and written). This opportunity is valid for South Sudan nationals only.

#### **Nature of Internship:**

The intern will assist the Humanitarian PM and DCD program in the Office and will work closely with the Area PM's and Technical leads. The intern may be asked to perform any task indicated in the Terms of Reference or designated by the supervisor. The intern will be involved to the greatest possible extent in substantive Office activities and will be requested to support in preparations to activities such as

workshops. The duties of the intern will be approximately 30% project oriented and 70% clerical including mailing of member, meeting minutes taken and general assistance.

**Facilities in the office:**

The intern will be provided with a supervisor (Humanitarian Program Manager) who is approachable at any time and who will make the effort to involve the intern with substantive programme activities. The intern will attend weekly and monthly program meetings and will be provided with all opportunities to acquire deeper insight into the functioning of Oxfam's programmes and systems.

**Responsibilities:**

The intern will not be given responsibilities equal to staff members in the execution of tasks. The task package, accorded to the intern, will be supplementary to the regular responsibilities of the program Unit.

**Career opportunities with Oxfam:**

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.

**Duties and Responsibilities**

The Intern is responsible for performance of the following duties:

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.