



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

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| Position: | Partnerships Intern |
| Department: | Women, Peace and Security (Partnerships & Advocacy) |
| Location: | Juba |
| Supervisor/Principal Evaluator: | Partnerships and Advocacy Coordinator |

Purpose of the position:

The Partnerships Intern is instrumental in supporting the CARE’s localization agenda. The post holder will work closely with the Partnerships and Advocacy Coordinator, the Grants and Contracts department and all other key departments within the organization. The Post Holder is responsible to maintain a comprehensive database for partners, participate in partner mapping exercises and due diligence processes, partner meetings, document meeting minutes and support in executing other minor administrative tasks in enhancing our partnership work. The intern will be mentored by the Partnerships and Advocacy Coordinator to effectively execute her/his tasks.

Major Responsibilities

Support and Coordination

- Support the partnerships and advocacy team in organizing Partnership Platform’s meetings.
- Supports the team in documenting meeting minutes, taking activity photos and using social media platforms to enhance the visibility of the Partnership Platform.
- Support the Partnerships and Advocacy Coordinator to organize platform meetings and partners’ meetings.
- Support in assessing local partners capacities, identify gaps and develop capacity building plans to strengthen partners’ capacities.



Support to Grants and Contracts.

- Support the grants and contracts and finance team in reconciling partnership platform's Advances.
- Assist in retrieving documentation for reporting purposes.
- Supports the WPS (Partnerships and Advocacy) team with any other administrative work.
- Complete any other duties as required as might be requested by the supervisors and those unforeseen during the implementation process.
- Support in mapping partners to be included in the CARE's partnership database.
- Attend the bi-weekly Partnership Platform meeting.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to CARE International and to not jeopardize its humanitarian mission

KNOWLEDGE AND EXPERIENCE:

- A university certificate, diploma or a degree in public administration, development studies, finance, accounting or any other related field is required.
- Experience in the Partnerships or Grants Department of a non-governmental organization will be an added advantage.
- A fair understanding of major international donor rules and non-profit accounting is desirable.
- Advanced computer skills in MS Office programs, particularly Word, and Excel
- Strong analytical skills coupled with a solid understanding of partnership and project implementation.
- Excellent oral and written English skills.

HOW TO APPLY

The position will be based in **Juba**. This position is ONLY open to South Sudanese Nationals. Opening Date **19th October 2023** and Closing date CARE South Sudan receiving application will be **25th October 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan or CARE **Juba, Head Office**

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

