



Job Advertisement

POSITION: Business Development-Intern
LOCATION: Juba
STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practises to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Business Development Intern** to be based in **Juba**.

1. JOB OVERVIEW

As part of the Program Funding team, **Business Development Intern** will support in proposal development and reporting activities in line with Tearfund quality standards.

1. POSITION IN THE ORGANISATION

- Grade: Not applicable
- Reports to Programme Funding Coordinator

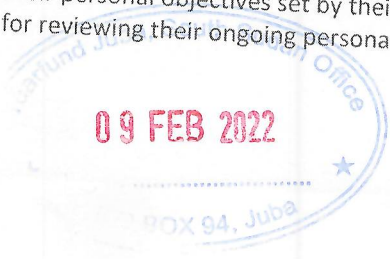
3. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

4. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.



- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. **Key Responsibilities**

5.1. **KEY ROLES**

- Works closely with the Programme, Funding, Partnerships, Media and Communication and Finance Teams on proposals and projects.
- Support grant acquisition and project start ups processes.
- Assist the filing of project information: filing on Drive, electronic documents and hardcopies to fulfil internal and external auditing requirements.
- Compile weekly updates and monthly progress reports
- Participate in grant monitoring and reporting to Clusters and UN agencies
- Support the documentation and dissemination of learning to field staff
- Support partners and field staff to comply with the necessary rules and regulations as governed by Tearfund and donors.
- Network with other agencies to share and apply learning
- Participate in capacity development initiatives organised by Tearfund and stakeholders
- Any other duties as might be delegated by the supervisor

5.2.

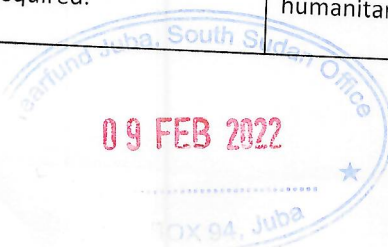
COMPETENCY:

- **Professionalism** – Basic knowledge of humanitarian programs.
- **Security and safety awareness** – Ability to apply good judgement in the context of assignments given
- **Planning & Organising** – Ability to adhere to work assignments and meet designated deadlines
- **Communications** – Communication skills (spoken and written)
- **Technology Awareness** – Basic computer skills, especially Google Suite
- **Teamwork** – Sufficient interpersonal skills and ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity
- **Client orientation** – Courteous and tactful; trustworthy
- **Accountability** – High sense of responsibility towards project stakeholders.
- **Commitment to continuous learning** – Initiative and willingness to learn new skills

Part 2 – Person specification

Job title: **Business Development-Intern**

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Minimum of Diploma in Project Management, Economics, Agriculture, Community and development studies. 	<ul style="list-style-type: none"> • Bachelor's Degree in related fields.
Experience	<ul style="list-style-type: none"> • Passion in meeting humanitarian needs and making systems work for the poor • Fluency in English is required. 	Understanding of the humanitarian context in South Sudan and the core humanitarian standards



	<ul style="list-style-type: none"> • Must have a keen sense of ethics and integrity in dealing with stakeholders • Must be able to meet strict deadlines 	
Skills/Abilities	<ul style="list-style-type: none"> • Reporting and Documentation Skills. • Excellent Interpersonal and Communication Skills. • Computer Skills. 	<ul style="list-style-type: none"> • Networking Skills. • Google Suite Skills.
Personal Qualities	<ul style="list-style-type: none"> - Hardworking - Honest, with a high sense of accountability - Resourcefulness and ingenuity - Ability to live and work as part of a team - Born again Christian - Easily adaptable 	<ul style="list-style-type: none"> • Critical and analytical thinking.
OTHER COMMENTS: <ul style="list-style-type: none"> • All roles require a DBS/Police check • Tearfund is a member of the <u>SCHR Misconduct Disclosure Scheme</u> • Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office, Located at Hai Jerusalem ECSS Compound Juba detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **17th February 2022 at 5:00pm.**

NB:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable
- Contract period for this position will be Three (3) months and can be extended subject to available programme funding.
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, the position may be filled before the deadline for applications.

