



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 former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Funding Intern
Location: Juba
Grade & Level:
Contract Type: Fixed Term
Number of post: 1

DIMENSIONS:

- Providing support and information on areas of work covered in their remit.
- Implements departmental plans to agreed standards.
- Assists with the development of solutions to problems and responds to routine problems.
- Responds to and uses information received in a variety of formats from different sources.
- Some flexibility to anticipate and resolve challenges within departmental parameters in own work area.
- Day to day planning in line with departmental/divisional priorities.
- Communicates both internally and externally to give and receive information.
- Draw from a number of information sources to inform individual and group decisions.
- Solves basic problems, which have some variety, and takes decisions based on a number of possible options.
- Communicates widely within the department, with some Oxfam contacts and/or wider external contacts



KEY RESPONSIBILITIES:

- Provide efficient and effective administrative support to funding staff
- Undertake routine donor contract administration
- Maintain team information systems and records on donor contracts and income data
- Maintain comprehensive, up to date and user friendly filing systems for contracts and other documents
- Monitor and ensure accuracy of internal monitoring systems in collaboration with the team and IFU Oxford.
- Provide support for the analysis of donor trends, financial and contract information for the region
- Support regional funding team with preparation and submission of proposals and reports to donors
- Provide training and support to programme and other staff on the use of funding systems and procedures including support to programme and finance staff on completion of internal procedure and forms
- Work with others to ensure cost effective resource management by the funding team

SKILLS AND COMPETENCIES:

- Excellent administrative skills and previous office experience
- Strong IT skills: knowledge and experience of using MS office: Word, Excel, Access. Experience working with -Lotus Notes_and databases would be advantageous
- Good numeracy and financial skills
- Attention to detail
- Ability to juggle multiple requests and to liaise with many different levels of staff -internally and externally
- Strong interpersonal and communication skills, occasionally at a distance
- Ability to work well in a diverse team and under pressure
- Fluent written and spoken English
- Knowledge of donors and/or programme funding and awareness of NGO sector
- Organisational awareness: ability to find out how to get information and who to keep informed

Deadline for submission of applications is 30 July 2019. 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 South Sudanese women.

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.