



CARE SOUTH SUDAN

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.

Position:	Program Quality and Development Intern
Department:	Program
Location:	Juba
Reports to:	Program Development and Quality Coordinator
Advert status:	External Advertisement

JOB SUMMARY

Job Description:

Responsibilities:

1. Program Development Support:

- Assist in researching and gathering information for new program development initiatives.
- Contribute to the preparation of project proposals, including drafting sections related to program design, logical frameworks, and budget narratives.
- Collaborate with program staff to ensure proposals align with the organization's strategic goals and donor requirements.

2. Monitoring and Evaluation (M&E):

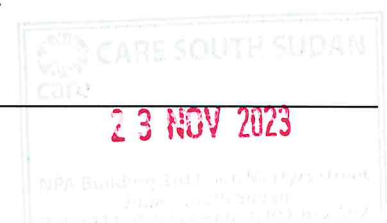
- Support the development and implementation of M&E plans for ongoing projects.
- Assist in the collection, analysis, and interpretation of program data for regular reporting.
- Contribute to the preparation of case studies, success stories, and other materials showcasing program impact.

3. Learning and Knowledge Management:

- Assist in organizing and documenting lessons learned and best practices from program implementation.
- Contribute to the development of knowledge-sharing platforms and materials for internal and external stakeholders.

4. Quality Assurance:

- Participate in the review and editing of program documents to ensure accuracy, coherence, and compliance with organizational standards.



- Support the development of quality control mechanisms for programmatic outputs.
5. **Partnership and Coordination:**
 - Assist in maintaining effective communication with project partners and stakeholders.
 - Support the coordination of meetings, workshops, and training sessions related to program development and quality.
 6. **Capacity Building:**
 - Participate in training sessions to enhance understanding of program development, M&E, and quality assurance practices.
 - Provide support in organizing capacity-building sessions for program staff and partners.
 7. **Research and Analysis:**
 - Conduct research on thematic areas related to the organization's programs and contribute to the development of position papers or briefs.
 - Analyze trends and developments in the sector to inform program planning and decision-making.
 8. **Administrative Support:**
 - Assist in maintaining program-related documentation, filing systems, and databases.
 - Provide logistical support for program-related events and activities.

Qualifications and Skills:

- Currently pursuing or recently completed a Bachelor's or Master's degree in a relevant field (e.g., International Development, Public Health, Social Sciences).
- Strong research and analytical skills.
- Excellent written and verbal communication skills in English.
- Proficiency in Microsoft Office Suite and data analysis tools.
- Demonstrated interest in humanitarian and development work.
- Ability to work independently and as part of a team.
- Flexibility and adaptability in a dynamic work environment.

Benefits:

- Gain valuable hands-on experience in program quality assurance and development.
- Work closely with experienced professionals in the industry.
- Networking opportunities within the organization.
- Potential for future career opportunities based on performance.

HOW TO APPLY

The position will be based in **Juba**. This position is **ONLY** open to South Sudanese Nationals. Opening Date **23rd November 2023** and Closing date of receiving applications will be **29th November 2023**.

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

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.

