

## Operations Intern

- Location: Juba, South Sudan
- Duration: 6 Months

## Company Description

### EDUCATION DEVELOPMENT CENTER (EDC)

**Education Development Center (EDC)** is a global nonprofit Organization that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

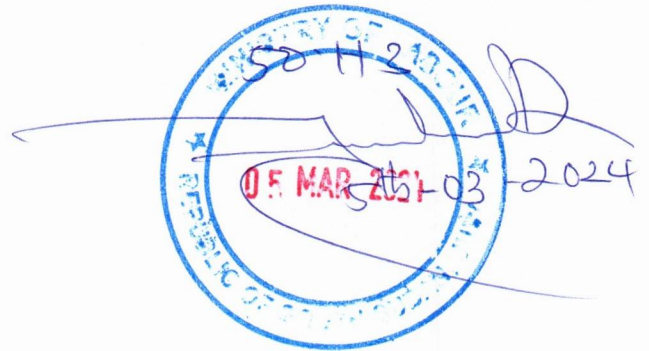
EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

**EDC is committed to equity, diversity, and inclusion in the workplace.**

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

## Project Description

The USAID Youth Empowerment Activity focuses on the assets and resilience that youth themselves possess and can recognize, champion, and reinforce in one another. It aims to improve access to knowledge and functional skills for more than 25,000 youth – aged 15 to 29 in 5 states (Eastern and Central Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) and 13 counties. It provides foundational English literacy and numeracy and Work Ready Now training to youth who have never been to school and those who have dropped out after one year so that they can generate an income, lead healthier lives and contribute to the social cohesion of their communities.



## Job Description

The Operations Intern will work as part of a team on the USAID Youth Empowerment Activity to provide youth with entrepreneurship training essential for the transition to improved livelihoods (self-employment or wage-employment).

He/She will ensure the delivery of high-quality operational support to activities that engage South Sudan youth in learning and empowerment opportunities in readiness for work, community leadership and strengthen collaborations with Civil Society Organizations working with EDC in Juba.

He/She will work closely with the Logistics Department, with support from other colleagues to train her/him on daily, weekly, and monthly operational activities.

## Responsibilities

- Provide support to logistics (warehousing, supervising casual workers),
- Schedule and supervise the vehicles' movements.
- Taking stock of the monthly office stationery inventory
- Receive and direct visitors and vendors.
- Focal person for invoices, quotations, and other documents sent from the field,
- Assisting the team with raising purchase requisition forms for daily operational activities.
- Assist Logistics Team in Receiving items from Vendors.
- Ensuring store and operations facilities are clean, safe, and free of excess waste.
- Any other Duties Assigned.

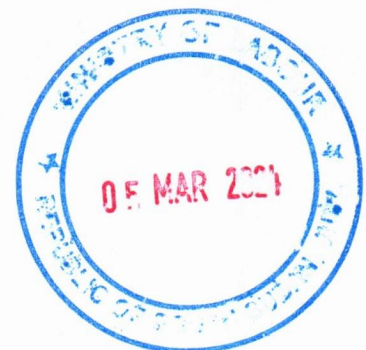
## Qualifications

- bachelor's degree in business administration or accounting
- be dynamic and eager to learn.
- computer knowledge and adaptability to new software (Word, excel minimum)
- Ability and Capacity to coordinate, collaborates well with colleagues to establish effective working relations.

## Additional Information

### Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in the specific County is highly preferred.



**Application Instructions:**

**Job closing date: March 25<sup>th</sup>, 2024**

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/SouthSudanJobs>

Or only if technical difficulties occur, applicants may send their resumes to: [usaidyearrecruitment@edc.org](mailto:usaidyearrecruitment@edc.org), listing “**Job Title- Operations Intern YEA South Sudan**” in the Subject Line.

Or hand deliver applications, enclosed in an envelope to **Afex Security Reception** to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received. Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

*EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.*

*Note: EDC doesn't solicit for money from applicants at any level of the recruitment & selection process.*

