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Promoting sustainable development;  
addressing climate change

## SouthSouthNorth's Internship Programme

### Summary of role

**Position Title:** Operations and Finance Intern

**Location:** Cape Town, South Africa.

**Remuneration:** R8 500 /m

**Application closing date:** Mid-day (12 PM) 31 January 2018

**Role summary:** SouthSouthNorth (SSN) is a non-profit company working on projects that promote sustainable development and address climate change. SouthSouthNorth has an internship programme which looks to source self-motivated, enthusiastic talent.

This internship intake focuses on personnel with financial and operational support to project managers. This internship also offers a uniquely broad perspective into the workings of SSN, and applicants can expect to encounter a diverse and engaging range of tasks including: Operational and financial project management, research development, knowledge management, and logistic support.

### About Us

Climate change poses a significant threat to the world's poorest communities. Transitions to zero poverty zero carbon economies are now technically feasible, economically preferable, and morally required. At SouthSouthNorth we advocate business unusual transitions to low carbon, climate resilient economies that seize the opportunities of sustainable development for the Global South.

We assist governments, the private sector and research institutions in understanding the economic, social, and environmental choices that climate change presents. We collaborate extensively with partners who share our vision of sustainable development. SouthSouthNorth scopes and manages the implementation of a broad range of projects focusing on the transition to low carbon climate resilient economies, in developing and least developed countries. Our clients include governments, philanthropic and impact investors, development banks, and multilateral development organisations. SouthSouthNorth operates as a non-profit company from Cape Town, South Africa, with an extensive network of Southern collaborators and Northern partners. SouthSouthNorth has a dedicated team covering seven core practice areas:

- Facilitation and stakeholder engagement;
- Policy research, analysis and design;
- Knowledge management and communication;
- Project management;
- Fund management;
- Climate resilient infrastructure analysis; and
- Technical advisory on multilateral environmental agreements

Full details of the projects that SouthSouthNorth currently implements are available at [www.southsouthnorth.org](http://www.southsouthnorth.org).

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**Physical Address:** 55 Salt River Road, Salt River, Cape Town 7925, South Africa

**Postal:** P.O.Box 12842, Mill Street, Gardens, Cape Town 8010, South Africa

SouthSouthNorth Projects (Africa) Non-profit Company Reg No. 1996/009719/08, NPO Reg. No. 048364

Directors: Stefan Raubenheimer, Carl Wesselink, Shehnaaz Moosa, Cindy de Haan

Associates: Danny Naidoo (trustee), Henni Bester (trustee), Emily Tyler

## About You

### Roles and responsibilities

The internship programme is designed to allow interns the opportunity to engage with a number of support functions within our office and quickly get a sense of the variety of projects SouthSouthNorth is implementing. Examples of the types of functional areas that the intern may be exposed to within the six-month period include:

#### Project management and operational support:

- Support project managers with operational and financial management
- Basic budget forecasts and tracking of deliverables across a suite of projects
- Collate reports and feedback from multiple project partners
- Create and manipulate quantitative analysis worksheets
- Liaise with project managers and compile administrative inputs (e.g. taking meeting minutes, checking expense claims and supplier invoices, uploading deliverables to databases as requested)

#### Research support:

- Ad hoc research support to scale up existing SouthSouthNorth projects and programmes
- Ad hoc literature reviews and background research to support project managers in scoping new projects and programmes
- Support with alignment and coordination of activities

#### Assistance with logistics:

- Ad hoc logistics support and/or arrangements for various programmes being implemented by SouthSouthNorth (e.g. convening scientific workshops, logistics for side events at conferences, arrangements supporting online forums and webinars)
- Workshop note taking and collation of input/feedback
- Transcribing audio and video input from workshops

### Competencies and personal qualities

- Excellent interpersonal skills, as well as English verbal and written communication skills
- Excellent computer skills with a focus on excel
- Excellent finance and project management skills
- Proactive with an inclination to take on tasks which fall outside the applicant's skill and experience set
- Ability to work in a flexible and fluid working environment
- Ability to multi-task easily and manage time efficiently
- Positive attitude and willingness to learn through doing
- Energetic and self-motivated
- Accuracy and precision – particularly regarding quantitative analysis
- Critical thinking and an ability to distil a complex problem into key elements

### Qualifications

- At least an undergraduate qualification (or equivalent experience). Candidates with a background in commerce, business science, financial management, accounting, or economics will be given preference.

### Two-part Application process

To apply, complete the following two steps:

1. Google form: <https://goo.gl/forms/FusMKqdsRExrJhKf1>
2. Please email your CV and a covering letter to: [getinvolved@southsouthnorth.org](mailto:getinvolved@southsouthnorth.org). Subject line: "Application: SouthSouthNorth 2018. Internship Hub: [your name and surname]".

Applications will close at mid-day (12 PM) on Wednesday 31 January 2018. No late applications will be permitted and we will contact shortlisted candidates within one week of the closing date. If you are not contacted within this time period please consider your application unsuccessful. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right to not make an appointment.