

Events and Logistics Internship

Summary of role

Position Title: Events and Logistics Intern

Location: Cape Town, South Africa.

Remuneration: R9 000 /m

Application closing date: Midnight (12 AM) 27 March 2019

Role summary: SouthSouthNorth (SSN) is a non-profit organisation working on projects that promote sustainable development and address climate change. SouthSouthNorths' internship programme looks to source self-motivated and enthusiastic talent who have a passion for the environment and an interest in sustainable development and/or climate change.

This internship focuses on personnel who can provide event and logistical support to SSN's Events and Logistics Coordinator. 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 when assisting with the organizing and executing of SSN's portfolio of events including: operational and financial management, administration, travel management, logistic support, office management, personnel assistants and receptionist duties.

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at 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

Roles and responsibilities

The roles and responsibilities of the position entail activities pertaining to, but not limited to:

Event coordination

- Assist the Events Coordinator with managing all event documentation and planning
- Source quotations and proposals from potential suppliers for events
- Compile travel information for event participants and collate logistics notes for each event
- Assist the Events Coordinator with design and procurement of all event related promotional items
- Manage events on the ground where required either in-office, locally, regionally or internationally
- Prepare for and play host to participants attending meetings or conferences at the SSN office
- Take bookings for SSN office rental and facilitate readiness to host clients

Office Duties & Logistics Support

- Reception duties (switchboard, looking after guests, refreshments for guests)
- Assist SSN office support staff with ensuring that Health & Safety regulations are met
- Assist SSN employees with flight bookings for work related travel
- Assist SSN employees with delegate registrations for conferences
- Assist SSN directors with adhoc administrative duties

Other

- Must have drivers licence
- Reports to Events & Logistics Coordinator

Competencies and personal qualities

- Excellent interpersonal skills, as well as English verbal and written communication skills
- Strong computer skills (Word and Excel)
- Attention to detail
- Proactive with an inclination to take on tasks which fall outside the applicant's skill and experience set
- Solution orientated to resolve issues as they arise
- Ability to work in a flexible and fluid working environment
- Ability to task-switch easily and manage time efficiently
- Positive attitude and willingness to learn through doing
- Energetic and self-motivated

Qualifications

- Events management or hospitality related qualification or equivalent work experience managing events.

Application process

To apply, please complete the Google Form, upload your C.V. and Cover Letter via the following link:

Applications will close at midnight on 27 March 2019 and late applications may be ignored. We will contact shortlisted candidates on 12 April 2019. 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.