

TERMS OF REFERENCE

Position Title: Intern

Duration: January 2020 – June 2020

Location: Cape Town, South Africa

Remuneration: R9000

Application closing date: Wednesday 30 October 2019

Role summary: SouthSouthNorth (SSN) is a non-profit organisation working on projects that promote sustainable development and address climate change. SouthSouthNorth's 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 Terms of Reference outlines the role identified for interns to provide support to the following: operational and financial management, research development, knowledge management, travel management, and logistic support.

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.

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.

Tel: +27 21 447 0211 | Fax: +27 21 447 3198 | Email: info@southsouthnorth.org
www.southsouthnorth.org

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 internship programme is designed to allow the intern 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, operations and logistics support:

- Support project managers with operational and financial management skills
- 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
- Maintain a functional knowledge of project documents and timelines
- Engage at a project-management level with SouthSouthNorth Office IT support
- 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
- Knowledge management and communications support
- Mapping of knowledge resources
- Supporting the execution of SSN's Knowledge Management Strategy
- Printing of knowledge products and publications
- Completing basic website updates and content uploads
- Basic social media planning and content uploads
- Basic content generation (e.g. writing blogs/stories based on team input)

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, 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
- Excellent English verbal and written communication skills
- Excellent computer skills with a **focus on excel**
- Excellent **numerical proficiency, finance and project management skills**
- Proactive with an inclination to take on tasks that 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

A masters degree (or equivalent experience).

Application process

To apply, please complete the following: [SSN Jan 2020 Application form](#)

Applications will close on Wednesday 30 October 2019. Shortlisted candidates will be contacted 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.