TERMS OF REFERENCE

Position Title: Intern
Duration: January 2021 – June 2021
Location: Cape Town, South Africa
Remuneration: R10 000
Application closing date: Monday 5 October 2020

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.

Role summary:
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.
Roles and responsibilities
The internship programme is also 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 administration and Operations support:
- Support project managers with operational and financial management tasks
- 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)
- Data capturing

Knowledge Management and 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
- 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)

Logistics
- Ad hoc logistics support and/or arrangements for various programmes being implemented by SSN (e.g. convening scientific workshops, logistics for side events at conferences, supporting online forums and webinars)
Competence and personal qualities required

- Excellent attention to detail
- Excellent English written and verbal 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 skills and experience
- Excellent interpersonal skills and administrative skills
- Ability to multitask on several projects simultaneously
- Strong analytical and critical thinking skills
- Positive attitude and willingness to learn through doing
- Ability to work as part of a team

Experience and Qualifications

- Relevant Degree (BSc/Bcom/Masters)

Additional/desirable

- Proficiency with online collaboration tools (Salesforce)
- Interest in climate change policy and implementation in Africa

Application process

To apply, please complete the following form: Internship 2021

Applications will close at midnight on Monday 5 October. Shortlisted candidates will be contacted within two weeks 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.

SSN reserves the right to not make an appointment.