TERMS OF REFERENCE

Position Title: Operations Intern
Name of Hub: Operations
Salary Range: R10k/month
Duration: April – December 2021
Location: Cape Town, South Africa

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 the management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About this role
This position falls under SSN’s Operations Hub. Operations includes liaising between organisational hubs and teams, as well as reporting, forecasting and tracking at a project, department and programme level. The role includes a substantial amount of manual work; ranging from data capture to financial reconciliation. For this reason candidates with a strong IT and Accounting focus will be prioritised.

Roles and Responsibilities
The post holder will:
- Collate reports and feedback from multiple project stakeholders.
- Create and manipulate quantitative analysis worksheets.
• Maintain a functional knowledge of project documents and timelines.
• Maintain databases and obtain data inputs and updates from project management teams.
• Reconcile source documents (e.g., bank statements) and map out error-cases.

Skills and Experience Required
• Experience working on and with Macbooks and Apple OS.
• Business & management accounting experience/exposure.
• Experience with spreadsheet-based monitoring and reporting systems in MS Excel 2010 and later.
• Model-building and logistics planning experience.
• Technical proficiency in MS Excel (including Pivot Tables and Dashboards, but excluding VBA).
• Accounting qualification or course.
• Basic SQL course.

Competencies and personal qualities
• Accuracy and precision—particularly regarding quantitative analysis.
• Perseverance and an inclination to take on tasks which fall outside of the applicant’s skill and experience set.
• Attitude and willingness to learn through doing.
• Critical thinking and an ability to distil a complex problem into key elements.
• Skills transfer and the application of inter-disciplinary problem solving.
• Excellent written and verbal communications.
• Ability to self-manage deadlines and workflows.
• Ability to work within a flexible and fluid work environment.
• Eagerness to learn new approaches to data handling.
• Ability to work as part of a team.

To apply: Please complete the google application form on the following link: Operations Internship Application

Application Closing date: Midnight 25 February 2021