TERMS OF REFERENCE

Position Title: Intern
Name of SSN Hub (department): Compliance and Risk Management
Salary Range: R12 000 per month
Duration: 1 July 2022 until 30 December 2022
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.

To deliver its commitments, SSN delivers donor-funded programmes and has a support infrastructure comprising six hubs (Office Management, Operations, Finance, Contracts, Compliance and Risk Management, Human Resources, and Knowledge Management).

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

Background on Compliance and Risk Management

Role Summary

In this role, you will provide support to the Compliance and Risk Management (CRM) hub to develop, test, integrate, manage and maintain CRM systems, and help move these towards automation as far as possible. This involves engaging Project Managers and hubs around risk-
and compliance-related matters. The principal tool used will be Wrike, SSN’s orchestration tool; however, other tools will be required from time to time.

- The role will involve collating and working with qualititative and quantitative data for analytic and reporting purposes, and the development of the systems to achieve this.
- You will need to be highly organised, adaptable, meticulous and be able to take initiative, and prioritise tasks while working independently.

Roles and responsibilities

- Support the organisation’s compliance activities, including development of online systems, forms, blueprints, and tasks.
- Analysis and synthesis of programme and organisation compliance, risk, due diligence, and governance information.
- Support Project Managers in risk scoping on new projects and programmes.
- Support review of reported and scoped risks and delivery of risk reports per the approved risk reporting deadlines.
- Support monitoring, evaluation and reporting (MERL) activities to meet organisation compliance requirements for reporting.
- Support organization and programme due diligence requirements.
- Maintain a functional knowledge of project documents and timelines for the team.
- Schedule and coordinate internal and external meetings (through multiple platforms, including Zoom, Skype, MS Teams) with diverse groups across multiple time zones.

Skill and Experience Requirements

- Experience using orchestration tools (Workday/Asana/Wrike/Trello etc)
- Experience working with Macbooks and Apple OS
- Technical proficiency with MS Office and Google Suite, with strong emphasis on Excel and Google sheets
- Experience in creating dashboards for reporting
- Strong analytical and critical thinking skills
- Systematic and methodical with attention to detail
- Proactive, with positive attitude and willingness to learn-by-doing, and take on tasks that fall outside skills and experience
- Interpersonal, communication and time management skills
- Ability to work independently and as part of a team.
• Experience with compliance and risk management and analysis advantageous

**Qualifications**
Relevant Bachelors degree

**Application process**
To apply, please complete the following form: [CCRM Intern application form](#)

Applications will close at midnight on 5 June 2022. 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.

Only candidates who are eligible to work in South Africa will be considered for this post and preference will be given to previously disadvantaged individuals.

SSN reserves the right not to make an appointment.