TERMS OF REFERENCE

Position Title: Intern
Name of SSN Hub (department): Operations
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
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. This liaison is primarily via workflow systems and database applications. The role includes a substantial amount of manual work; ranging from data capture
to financial reconciliation. For these reasons candidates with a strong IT and Accounting focus will be prioritised.

**Roles and responsibilities**

The ideal recruit will:

- Collate and prepare reports and feedback for multiple internal and external stakeholders
- Curate expectation management across 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

**Advantageous Interests and Experience**

- Work in or on orchestration tools (Workday/ Asana/ Wrike/ Trello etc)
- Work in or on database applications (Caspio/ Cognos/ Salesforce Platform/ Zoho/ Microsoft Power Apps)
- Experience working on and with Macbooks and Apple OS
- Business & management accounting experience/exposure, through an accounting qualification or course.
- Technical proficiency in MS Excel (including Pivot Tables and Dashboards, but excluding VBA).
  - Experience with spreadsheet-based monitoring and reporting systems in MS Excel 2010 and later
- Prior exposure to business intelligence tools, accounting packages or ERPs
- SQL or relational database skills, or experience writing basic SQL scripts

**Advantageous Competencies and 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
- Passion for untangling complex problems, with critical thinking and an ability to distill a problem into key elements
- Ability to work proactively in a cross-functional team
- 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
- A grasp of general business and accounting practices
- Patience, resourcefulness and a willingness to help others
- Ability to work as part of a team
- An ethos of sustainability

Qualifications
Relevant degree

Application process
To apply, please complete the following form: Ops Intern 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.