TERMS OF REFERENCE

Position Title: Intern

Name of Project: Sustainable Manufacturing and Environmental Pollution (SMEP)

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.

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

Background on SMEP

Sustainable Manufacturing and Environmental Pollution (SMEP) programme has been established by the Foreign, Commonwealth and Development Office (FCDO) and is implemented in partnership with the United Nations Conference on Trade and Development (UNCTAD).

The programme activities aim to generate cutting-edge scientific evidence that can improve existing knowledge of the environmental health and socio-economic impacts of selected manufacturing sectors across target countries in Sub-Saharan Africa and South Asia. The programme will also identify technology-based solutions to address the most pressing environmental health issues associated with manufacturing in focus countries and invest in
developing business processes and systems to promote the uptake of pollution control solutions. In addition, the programme will address plastic pollution and support the development of material substitution and biodegradation options.

FCDO (Foreign Commonwealth and Development Office) has committed £24.6 million to the delivery of research and related interventions to meet programme objectives. The SMEP programme was commissioned in mid-2019 and will run until the end of 2024.

Role Summary:

- In this role, you will be required to undertake routine project management support including procurement, reporting, deliverables reviews, literature reviews, knowledge product development, internal and external communication, and general administrative work.
- You will need to be highly organized, take initiative, adaptable, meticulous and able to prioritize tasks while working independently.

This position will report into: Programme Manager

Roles and responsibilities

- Supporting review of deliverables and reports
- Supporting monitoring and evaluation reporting activities
- Support the development of programme knowledge products
- Support the programme’s communications – internal and external including website
- Support the programme’s procurement activities including online systems development
- Maintaining a functional knowledge of project documents and timelines for the team
- Analysis and synthesis of information, and possible online research for the programme
- Ad hoc literature reviews and background research to support project managers in scoping new projects and programmes
- Liaise with project managers and compile administrative inputs (e.g. taking meeting minutes, central record keeping, task management, data capturing)
- Schedule and coordinate internal and external meetings (through multiple platforms, including Zoom, skype, MS Teams) with diverse groups across multiple time zones.
- Desirable: interest/understanding of pollution in Sub-saharan Africa and or South Asia
Skill and Experience Requirements

- Excellent communication skills, verbally and in writing, in English
- Attention to attend to details; meticulous
- Proactive with an inclination to take on tasks that fall outside skills and experience
- Positive attitude and willingness to learn by doing and take on any task
- Excellent interpersonal skills, coordination (systems thinking), time management and administrative skills
- Ability to multitask and take initiative
- Strong analytical and critical thinking skills
- Ability to work as part of a team
- Proficiency in basic Microsoft suite, including Word, Excel, and PowerPoint, Desirable: proficiency in Sharepoint/MsTeams, Project Management tools like Wrike

Qualifications:
Relevant Degree

Application process

To apply, please complete the following form: Smep 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.