Excellence Foundation for South Sudan
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Advertisement (Ref. No.: EFSS/2025/OPENCALL/017)
Female Student Internship Program (FSIP) – Cohort V
Terms of Reference (ToR)

Position/Title/Role (s)	Finance and Administration Officer (01 position) Communications Officer (01 position) Project Officers (02 positions)
Line Manager/Supervisor	Program Officer
Contract Duration	Three (03) Months
Proposed Start Date	Monday, 7th April 2025
Location	Hybrid, Juba
Posting Date	Monday, 10th March 2025
Application Deadline	Friday, 28th March 2025

EXCELLENCE FOUNDATION FOR SOUTH SUDAN Sign:

Organizational Background:

The Excellence Foundation for South Sudan (EFSS) is a volunteer-based non-profit national nongovernmental organisation championing education support initiatives, peacebuilding, well-being and socio-economic development. EFSS provides education, leadership development, and community-building initiatives to support individuals and marginalised communities through grassroots activities encouraging literacy, community peace, tolerance, and development.

Registered in September 2021 at the South Sudan Relief and Rehabilitation Commission (RRC) with Registration Number 3,852, we are a force of intervention and always act in the best interest of communities by contributing to addressing urgent community needs to realise an improved standard of living.

We visualize a society where everyone has the opportunity for a high-quality life, including but not limited to education, employment, shelter, health, food, and clothing, rich cultural offerings, and the ability to give themselves and connect with their community.

About the Female Student Internship Program (FSIP):

This is the fifth (5th) cohort of our Female Student Internship Program (FSIP), a three-month initiative to nurture the leadership potential of female final-year students or fresh graduates from higher learning institutions. This highly competitive program provides successful candidates with a unique opportunity to gain hands-on experience by working on project activities closely with our team while receiving mentorship, skill development, and networking opportunities.

The program has in the past four (04) cohorts fostered leadership skills, self-confidence, and a strong sense of civic responsibility for sixteen (16) South Sudanese female students – four (04) per cohort hence preparing them to become positive change agents and future leaders, contributing to South Sudan's social, economic, and political development.

Project Officer Tasks:

- Conduct research and gather resources for project planning and development.
- Assist with project planning, development, and implementation.
- Maintain accurate and up-to-date records of project progress, timelines, and budgets.
- Assist with coordinating logistics and arrangements for events, training, and workshops.
- Participate in internal, partnership and cluster meetings, take notes and provide feedback to the team.
- Perform a stakeholder analysis to identify and contact potential partners for the organisation's work.
- Collaborate with the team to develop concept notes and proposals that align with the organisation's goals and objectives.
- Contribute to developing reports, proposals, and other documents as needed.
- Review and provide suggestions to update some of the organisation's strategies.
- Write and submit monthly performance reports to the designated supervisor.

Finance and Administrative Officer Tasks:

- Assist in developing and implementing financial policies and procedures.
- Prepare financial reports and statements.
- Support in budgeting and financial planning processes.
- Financial entries, monitoring transactions and ensuring accuracy.
- Write and submit monthly performance reports to the designated supervisor.

Communications Officer Tasks:

- Basic graphics design using Canva and making short videos using CapCut.
- Writing blog posts for the organisation's project activities and networking efforts.
- Assist in developing and implementing public relations strategies.
- Create and distribute press releases and other communications.
- Support media relations efforts and coordinate interviews and events.
- Monitor media coverage and prepare reports.
- Write and submit monthly performance reports to the designated supervisor.

Preferred Candidates' Profile:

- South Sudanese female students in their final year or a recent graduate of a related graduate program with no prior internship or work experience.

- Should own a personal computer (PC) and smartphone with regular internet access to allow remote work since this internship is a hybrid program.
- Strong computer and smartphone skills (Internet Use and Microsoft Office Suite)
- Excellent written and spoken English and conversational Juba Arabic.
- Demonstrated keen interest in education support projects, youth empowerment, health, MIL, research, and peacebuilding.
- Exceptional interactive and interpersonal skills and the ability to work in a multicultural environment.
- Discipline, punctuality, resilience, patience, and willingness to upskill as required by the tasks to be performed.

Internship Conditions:

- The internship is unpaid, but the intern will be reimbursed all justifiable expenses incurred while executing their tasks upon submission of an expense tracker and invoice.
- The internship program is intended to complement the intern's studies as such there shouldn't be any expectations of employment at the end of the three months.
- We prefer Juba-based applicants though it is a hybrid program. The intern is expected to be available both online and in-person throughout the internship.
- Interns should be able to work independently under minimum supervision.

How to Apply:

Applicants should express interest in the roles advertised by completing our online application form **using the link:** https://bit.ly/efssFSIP or **by scanning the QR code** below before the deadline of Friday, 28th March 2025.

Please note that the application form which must be duly filled also requires applicants to upload PDF versions of their cover letter, curriculum vitae (CV), national ID, student ID, and an internship request letter from the respective higher institution of learning. Ensure that you and your referees are always reachable through the stated contact information.

Only shortlisted applicants will be contacted for interviews. We strive to provide feedback to all applicants, but if you don't hear from us two (02) weeks after the application deadline, chances are that your application wasn't successful.

The Excellence Foundation for South Sudan (EFSS) provides equal opportunities to all. *We adhere to a policy that prohibits discrimination.*