

# Job Description



<b>Job Title:</b>	<b>Operations intern</b>		
<b>Cluster:</b>	Operations		
<b>Salary:</b>	USD 1200 pm stipend	<b>Contract Type:</b>	3 Months Fixed Term
<b>Location:</b>	Johannesburg, South Africa		
<b>Reports to:</b>	Operations coordinator		
<b>Direct Reports:</b>	n/a		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>We are looking for a dynamic and efficient individual to provide scheduling and administrative support to the Operations coordinator. This position involves a varied work focus and provides the opportunity to collaborate with and support colleagues across the operations and programmatic clusters, with a strong emphasis on underpinning operational process and procedure.</p> <p>The role would suit a young African at the beginning of their career, with strong digital/computer skills. The person will have a strong commitment to civil society and human rights, and understand the value of providing support in an office environment.</p>		
<b>Areas of Responsibilities</b>	<b>Key Activities</b>		
Administrative Support to the Operations coordinator	<ul style="list-style-type: none"> <li>● Assist in reviews of draft agreements and supporting documents;</li> <li>● Assist in reviews of operations and organisational reports;</li> <li>● Assist in coordination and support of projects as required;</li> <li>● Assisting in development of tools and systems for monitoring and reporting on contracts and agreements, including procurement;</li> <li>● Support governance-related administration;</li> <li>● Support development and implementation of operational procedure and process;</li> <li>● Support, maintenance and updating of organisational databases/filing in keeping with organisational requirements;</li> <li>● Track and submit invoices where necessary;</li> <li>● Take minutes and prepare for meetings (agendas, invites, scheduling, etc.) as advised;</li> <li>● Performing ad hoc duties as may be required and asked for by Management, within the legal parameters, from time to time.</li> </ul>		
<b>Person Specification</b>			
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>● Background (degree or experience) in office administration.</li> <li>● Legal background (degree or experience) desirable.</li> <li>● Excellent written and spoken English.</li> </ul>		
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>● Computer literacy: MS Office applications and the internet</li> <li>● Good people skills;</li> <li>● Excellent written and verbal communication skills.</li> </ul>		

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<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Deadline driven;</li><li>• Efficiency and organisational ability;</li><li>• Proficiency in another UN language</li><li>• Ability to manage multiple projects simultaneously;</li><li>• Exceptionally high level of attention to detail;</li><li>• General computer proficiency;</li><li>• High level of confidentiality.</li></ul>
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