



USAID | NEPAL
FROM THE AMERICAN PEOPLE

INTERNSHIP PROGRAM AT USAID/NEPAL

USAID/Nepal announces opportunities for internships to interested and qualified individuals from disadvantaged and underrepresented communities, to participate in a one year internship program in the following areas:

1. HEALTH AND EDUCATION OFFICE INTERN

Position Summary:

The overall objective of the internship is for the incumbent to gain an understanding of the public health profession and health development issues from a donor perspective, and to prepare him or her for employment or further education in the field of public health. This position will be based at the Health and Education Office (HEO) within the Mission. The incumbent reports directly to the HEO Mentor for matters relating to the internship program.

QUALIFICATIONS REQUIRED:

- Bachelor's level studies in public health or clinical health is required.
- Basic computer skills
- Must be able to work in English (speaking, reading and writing)

2. SOCIAL, ENVIRONMENTAL AND ECONOMIC DEVELOPMENT OFFICE INTERN

Position Summary:

The Social, Environmental and Economic Development (SEED) Office is responsible for implementing USAID/Nepal's economic growth portfolio, including programs on Natural Resource Management and Energy, Food Security and Agriculture, and improving the Resilience of Vulnerable People. The SEED Intern will work with the Environment and Energy, Food Security, and Resilience Teams as well as the SEED Office's Project Management Unit and will assist in implementation of SEED-supported development assistance activities in Nepal. The Intern will be a highly motivated individual who is interested in the development fields of Agriculture, Environment, and Economic Growth, and who wishes to continue on to further education or to seek employment opportunities in this sector upon completion of the Internship Program. The Intern will report directly to the designated mentor from the SEED Office during the twelve month Internship Program.

QUALIFICATIONS REQUIRED:

- Completion of bachelor's degree or final year bachelor's level education in relevant field
- Basic computer knowledge
- Must be able to work in English (speaking, reading, and writing)
- Strong critical thinking skills
- Knowledge of Nepal's economic, political, social and cultural characteristics

3. DEMOCRACY AND GOVERNANCE OFFICE INTERN

Position Summary:

The Democracy and Governance Office intern will support USAID/Nepal development assistance activities in this sector. The intern will be a highly motivated individual interested in the development field, especially in Democracy and Governance sectors, and wishes to continue further education or seek employment upon completion of Internship program. The Democracy and Governance Office includes activities involving Elections and Political Process, Human Trafficking, Conflict and Governance. The intern will report directly to the designated mentor during the nine month internship program.

QUALIFICATIONS REQUIRED:

- Completion of bachelor's degree or final year bachelor's level education in relevant field
- Basic computer knowledge
- Knowledge of Nepal's political, economic, social and cultural characteristics
- Strong critical thinking skills
- Must be able to work in English (speaking, writing, and reading)

4. PROGRAM AND PROJECT DEVELOPMENT OFFICE INTERN

Position Summary

The PPD Intern will support USAID/Nepal to achieve its objectives by assisting the Geospatial Information System (GIS) and Monitoring and Evaluation (M&E) specialists within the PPD Office. The PPD Intern will spend approximately 75% of his/her time supporting the GIS Specialist and 25% supporting the two Mission M&E Specialists. Both of these functions support all USAID technical offices and program areas, helping to ensure that their activities are on track to achieve development results. M&E and GIS are critical functions for USAID and for development actors in general. By supporting USAID in these areas, the Intern will gain valuable skills that can be applied to a wide range of career opportunities.

The PPD Intern will report directly to the Mission GIS Specialist and will collaborate closely with all PPD staff.

QUALIFICATIONS REQUIRED:

- Completion of bachelor's degree or final year bachelor's level education in a relevant field
- Must have basic computer skills and be comfortable using all Microsoft Office programs
- Must be able to work in English (speaking, reading and writing)
- Strong critical thinking skills
- Knowledge of Nepal's economic, political, social and cultural characteristics

5. USAID SUPPORT SERVICES INTERN

Position Summary

The intern will focus on supporting USAID/Nepal's Offices of Acquisition and Assistance (OAA) and Financial Management (OFM). As an intern in the OAA and FMO the incumbent will provide day to day support and the functioning of these offices.

QUALIFICATIONS REQUIRED:

- Completion of bachelor's degree or final year bachelor's level education in relevant field;
- Basic computer skills;
- Must be able to work in English (speaking, writing, and reading)

Please visit the USAID Nepal website at <http://www.usaid.gov/nepal/careers> for detailed descriptions of each internship position and the qualification requirements or contact USAID/Nepal Human Resources Office.

Interested applicants should submit a recent resume and an application letter that outlines your interest and qualifications for the internship with USAID/Nepal. **Please clearly specify the position you are applying for and send your application to the attention of USAID/Nepal Human Resources Office no later than April 8, 2016.** Applications may be sent electronically to the USAID/HR email address at: USAIDNepalHR@usaid.gov Applications received after the deadline will not be considered.

The duration of each internship program will be for one year starting on or about June 1, 2016 and ending in May 2017.

Only short listed applicants will be contacted to participate in the hiring process.

The five interns selected to participate in the program will each be provided a monthly stipend during the one year internship program.

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.