



USAID | NEPAL
FROM THE AMERICAN PEOPLE



INTERNSHIP PROGRAM AT USAID/NEPAL

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

1. HEALTH AND FAMILY PLANNING OFFICE INTERN

Position Summary:

Based in the Office of Health and Family Planning, the Intern will rotate through all teams in the office to build on his/her existing knowledge in environmental health, family planning/reproductive health, health system strengthening, HIV/AIDS, maternal, newborn, and child health, nutrition, and public health emergency preparedness and response. For each rotation, the Intern will work with a mentor and develop skills and abilities to manage programs and engage the Government of Nepal, other donors, civil society, and the private sector. Candidates should have a desire to pursue a public health career with an interest in health and development issues from a donor perspective.

2. GENERAL DEVELOPMENT OFFICE INTERN

Position Summary:

The General Development Office (GDO) Intern will work with the Economic Growth, Environment and Energy, and Food Security Teams of GDO and will engage in learning about and assisting in implementation of GDO-supported development assistance activities in Nepal. The Intern will be a highly motivated individual who is interested in the development field and wishes to continue further education or seek employment opportunities in this sector upon completion of Internship program. The Intern will report directly to the designated mentor from the GDO during the nine months internship program.

3. DEMOCRACY & 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.

4. FRONT OFFICE/EXECUTIVE OFFICE INTERN

Position Summary:

The USAID sponsored Front office/EXO Intern will be housed in the Front Office and the Executive Office within the HR division, Communications and Records and Contracting Office. The Front Office/EXO Intern will engage in Front office support and administrative support functions and reports directly to the designated Front Office and EXO mentor on matters relating to the program.

5. PROGRAM AND PROJECT DEVELOPMENT (PPD) OFFICE INTERN

Position Summary:

The PPD Intern will support USAID/Nepal to achieve its objectives by dividing their time between events planning (under the leadership of the Outreach and Communications team) and administrative support responsibilities in the Program Office. As an office with diverse roles in regards to the USAID/Nepal mission, working in both administrative support and events planning will allow the intern to be a part of both internal coordination and our outreach and communication coordination with external stakeholders to increase understanding of USG foreign assistance in Nepal.

The PPD Intern will report directly to the designated Program and Project Development Office Mentor and will collaborate closely with all USAID technical teams as it relates to event planning and administrative support.

Please visit the USAID Nepal website at <http://nepal.usaid.gov/working-with-us/employment.html> for detailed descriptions of each internship position and the qualification requirements.

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 February 8, 2012.** 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 nine months starting on or about April 2, 2012 and ending on December 31, 2012.

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 nine months internship program.

This announcement is aimed at promoting individuals from the disadvantaged and underrepresented groups.