

Terms of Reference Internship Position Assistant

I – BACKGROUND

National Cooperative Federation of Nepal (NCF), an apex level organization of all kinds and level of cooperatives throughout the country, is seeking to recruit an intern to assist in daily office operation and providing supportive role in different program organized by NCF. This will provide an opportunity for selected candidates to build practical skills and develop experience working in a national level cooperative organization; gain exposure to the different development partners; and deepen the understanding of office operation, priorities and challenges. This, in turn, would enrich NCF with interns' unique inputs and perspectives. The internship promises to be an interesting and rewarding opportunity for career and personal development.

To be eligible for the internship Program, candidates must have completed 10 + 2, preferably with cooperative education and those who wish to study cooperatives, management and developments studies as a major subject.

II – OBJECTIVE

To provide incumbent with practical learning and observation of daily office work, recent studies, make familiar in conducting workshop, orientation and national level events by enhancing networking and communication skills with diverse stakeholder's and regularizing the office work.

III – DUTIES AND RESPONSIBILITIES

The specific duties and responsibilities of intern will include but not limited to:

Desk Study and Office Work:

- Desk study of National and International Cooperative Movement and their impact in socio economic development
- Assist as a support staff in different department of NCF i.e. Finance, Project and Development, Publication and Administration as and when required.
- Involve in dispatching different stakeholder's letters and in some cases delivering it.
- Assist in document publication i.e. annual report, AGM report, and other publication in content typing, photocopy, printing and scanning.
- Assist in obtaining information from internet and support in mailing and uploading documents in NCF website and data verification.

Program Based Work:

- Study on program planning, proposal and project development, workshops and seminars.
- Assist in conducting workshop, seminars and meetings where appropriate.
- Assist in arranging logistic management for the interactions, meetings, regular programs, seminars, workshop as well as in the national and international coops day
- Communicating with member organization and target group to ensure their participation and prepare their attendance and other documentations.

- Any other job assigned by the immediate coordinator or office supervisor.
- Drafting preliminary reports of programs and events.
- Any other duties assigned by the NCF.

IV – COMPETENCIES

Core Competencies:

- Good academic track record.
- Knowledge and understanding of constitution of Nepal, public, cooperative and private sector.
- Skills in data collection.
- Skills to browse google and other search engine.
- Communication skills in cheerful manner, command in English and Nepali language preferred.
- Computer literacy (Excel, Word).
- Some previous work experience is advantageous.
- Report writing skills are advantageous.

Behavioral Competencies:

- Highly organized and self-motivated
- Creative, flexible and ability to work within deadlines
- Demonstrated ability to work in a team
- Positive attitude
- Confidential towards the organizations sensitive information

V – DURATION & DUTY STATION

The initial contract is for 3 months, starting from approximately September first week of 2018. The recruitment could be done in full or part time basis for flexible time management for further studies. Intern will be given access to separate NCF chamber as a temporary workplace. The office time will be from 10 a.m in the morning and full time intern will be free after 5 p.m. and in case of part time 4 hours a day.

VI - SELECTION PROCEDURE:

The interns are selected from the interview basis testing his/her attitude, aptitude and adoptability.

VII- INCENTIVES AND OTHER PROVISION:

The successful intern will be provided NPR 10,000-12,000 depending upon the qualification and experience for full time intern. The interns are provided lunch while at the office. Apart from this no any other allowance is provided. At the successful completion of the internship period the intern will be awarded by certificate and potential interns could be recruited in some case. If any dispute arises during the intern period, NCF reserves rights to take action according to the administrative regulation of NCF.