

**SOCIAL, ENVIRONMENTAL AND ECONOMIC DEVELOPMENT OFFICE INTERN**  
**Position Description**  
**USAID/Nepal**

**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, energy, food security and agriculture, and improving the resilience of vulnerable populations. The SEED Intern will work across the Office's Environment and Energy, Food Security and Agriculture, and Resilience Teams, as well as the Office's Project Management Unit and will assist in the implementation of USAID's development portfolio in Nepal. The Intern will be a highly motivated individual who is interested in the Office's related development fields (agriculture, environment, economics, energy, poverty reduction, and/or gender and social inclusion), and wishes to continue further education or seek employment upon completion of Internship program. The Intern will report directly to the designated mentor from the SEED Office during the twelve month Internship Program.

**MAJOR DUTIES AND RESPONSIBILITIES**

- A. Participate in the design of new activities, to include assessing diversity and social inclusion issues;
- B. Participate in the amendment of current activities to more adequately address diversity and social inclusion issues, as appropriate;
- C. Facilitate and participate in field visits;
- D. Perform outreach functions such as drafting success stories and documenting project sites (e.g., drafting site visit reports, photographing events, and so on);
- E. Assist assigned Contracting Officer Representatives (CORs) and Agreement Officer Representatives (AORs) in day-to-day management of activities, including maintenance of COR/AOR files, tracking progress of work plans, attending relevant meetings with COR/AOR, and monitoring and evaluation of activities;
- F. Assist CORs/AORs in close-out of completed activities;
- G. Perform other duties as assigned by the mentor in consultation with the SEED Team Leaders.

**QUALIFICATIONS REQUIRED**

- Completion of bachelor's degree or final year bachelor's level education in a relevant field (agriculture, environment, energy, economics, gender, social studies)
- Basic computer skills and knowledge of all MS Office applications (Word, Excel, PowerPoint)
- Must be able to work in English (speaking, reading, and writing)
- Strong critical thinking and analytical skills
- Knowledge of Nepal's economic, political, social and cultural characteristics

**POSITION ELEMENTS**

**Supervision received:** The position will report directly to a SEED Mentor with additional supervision by all Team Members. The intern carries out the above described responsibilities following a pre-approved work plan.

**Performance Period and hours of duty**

- One year
- 40 hour work week

## **SELECTION CRITERIA/ELIGIBILITY**

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.