

EDUCATION DEVELOPMENT OFFICE (EDO) INTERN
Position Description
USAID/Nepal

BASIC FUNCTION OF POSITION

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

MAJOR DUTIES AND RESPONSIBILITIES

1. 10 % Time: Receive computer related trainings and skills on key components.
 - Introduction to Computers;
 - Files and Folders;
 - Storage Medias and Transferring Documents;
 - Operating Systems – Microsoft Windows;
 - Office Packages – Word Processing, Spreadsheet, Database, Presentations, E-Mails;
 - Basic Network concept;
 - Basic Internet Concept; and
 - Basic Computer Security Information.
2. 45 % Time: Work with Education Team on specific tasks and support activities: Early Grade Reading Program (EGRP), Zero Tolerance Gender-based Violence free schools (ZT), Emergency Education Response in Nepal (EERN), Government to Government (G2G) support to Ministry of Education and Inclusive Education.
 - Participate in EDO staff meetings;
 - Participate in activity technical meetings, as appropriate;
 - Complete technical tasks that have been assigned by the team;
 - Obtain an understanding of EDO core programs.
3. 35% Time: Office Management Assistance
 - Help prepare files for the upcoming Education Portfolio Performance Audit;
 - Assist with note-taking, typing minutes, updating regular team meeting checklists and briefing of pertinent meetings and events;
 - Assist office management in coordination with Office Support Staff;
 - Initiate drafts for official letters;
 - Distribute publications, books, reports and documents received within EDO.
4. 10 % Time: Field visits to USAID’s contractor and grantee project sites to support project monitoring, contract/grant compliance, and develop an understanding of:
 - Early Grade Reading and approaches to improving the quality of primary education;
 - Zero Tolerance: GBV prevention and response approaches;
 - Emergency Education Response post-earthquake;
 - Disability Inclusive Education approaches to improve students’ learning outcomes.

QUALIFICATIONS REQUIRED

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

POSITION ELEMENTS

Supervision received: The position will report directly to a EDO 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.