

**Democracy & Governance Office (DGO) Intern  
Position Description  
USAID/Nepal**

**BASIC FUNCTION OF POSITION**

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.

**MAJOR DUTIES AND RESPONSIBILITIES**

- A. Assist assigned Agreement/Contracting Officers' Representative (A/COR) in day-to-day management of activities, including maintenance of files, tracking progress of work plans, attending relevant meetings with A/COR, conducting field visits, and reporting, monitoring and evaluation of activities, as well as the close-out preparation of completed activities
- B. Learn and use online systems to file access requests, travel requests, etc., as well as to update DGO's intranet webpage and archive documents
- C. Participate in the selection of new agreements/awards and the hiring of new staff as a non-voting member (e.g., serve on technical evaluation committees, selection panels, and participate in post-award briefs)
- D. Participate in outreach activities including drafting success stories, documenting project information, writing regular updates, contributing to the weekly DGO newsletter, Facebook postings, site visit reports, and photographing event
- E. Represent DGO in Mission's Gender Equality and Social Inclusion Working Group
- F. Update Mentor and team members about the achievement/progress made on a weekly basis
- G. Work with different team members within DGO on a rotational basis and meet with the respective implementing partners to learn about USAID activities from different perspectives
- H. Perform other duties as assigned by the Mentor in consultation with the DGO Director

**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)

#### Desirable

- Previous experience with non-governmental organizations, donors, or the media
- University diploma/degree
- Enjoys reading the newspaper and is aware of current events
- Ability to research and write reports in English

### **POSITION ELEMENTS**

**Supervision Received:** The position reports directly to the assigned Mentor and liaises with other staff as appropriate. The intern carries out the above described responsibilities and performance will be rated based on negotiated work objectives and performance measures including the willingness to take initiative, ability to work as a member of a team, and ability to maintain a positive attitude.

#### **Performance Period and hours of duty:**

- 12 months
- 40 hour work week

### **SELECTION CRITERIA/ELIGIBILITY**

For the Internship Program, USAID seeks 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.