

**Social, Environmental and Economic Development Office (SEED) Intern
Position Description
USAID/Nepal**

BASIC FUNCTION OF POSITION

The Social, Environmental and Economic Development (SEED) Office is responsible for implementing USAID/Nepal's economic growth portfolio, including programs on Natural Resource Management and Energy, Food Security and Agriculture, and improving the Resilience of Vulnerable People. The SEED Intern will work with the Environment and Energy, Food Security, and Resilience Teams as well as the SEED Office's Project Management Unit and will assist in implementation of SEED-supported development assistance activities in Nepal. The Intern will be a highly motivated individual who is interested in the development fields of Agriculture, Environment, and Economic Growth, and who wishes to continue on to further education or to seek employment opportunities in this sector upon completion of the 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 relevant field
- Basic computer knowledge
- Must be able to work in English (speaking, reading, and writing)
- Strong critical thinking skills
- Knowledge of Nepal's economic, political, social and cultural characteristics

Desirable

- Previous paid/unpaid experience in the NGO sector preferred
- University diploma/degree
- Ability to research and write reports in comprehensible English

POSITION ELEMENTS

Supervision Received: The position reports directly to the assigned mentor and liaises with other SEED Office staff as appropriate. The Intern carries out the above described responsibilities and her/his performance will be rated based on negotiated work objectives and performance measures.

Performance Period and hours of duty

- 12 months
- 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.