

POSITION DESCRIPTION

USAID Support Services Intern

BASIC FUNCTION OF POSITION

The intern will focus on supporting USAID/Nepal's Offices of Acquisition and Assistance (OAA) and Financial Management (OFM). As an intern in the OAA and FMO the incumbent will provide day to day support and the functioning of these offices.

The incumbent will engage in various administrative support functions

In the Financial Management Office:

- Organize the electronic documents and the electronic filing system used by Office of Financial Management;
- Attend DO Team meetings with the Financial Analysts;
- Take notes of OFM official meetings;
- Assist in VAT reclamation process for VAT refunds;
- Assist in preparation of bill for collection for telephone bills;
- Assist in photocopy, scanning and shredding of official documents.

In the Office of Acquisition and Assistance:

- Become familiar with the contract office functions;
- Assist contract office with the filing of contract documents and preparation of inventory;
- Understand the general procurement system as per the USG regulation; and
- Get involved in other activities within contracting office as assigned by the Contract office staff.

QUALIFICATIONS REQUIRED:

- Completion of bachelor's degree or final year bachelor's level education in relevant field;
- Basic computer skills;
- English Language proficiency at least Level – II

POSITION ELEMENTS:

Supervision received: The position reports directly to the designated mentors in each office. The designated Mentors may be different people at different times as per the involvement of intern in different divisions and activities. The intern will be involved in getting acquainted with various administrative functions within offices assigned and in assisting with activities as agreed upon.

Performance Period and hours of duty: The period of performance is one year; duty hours are Monday-Friday from 0800-1700.

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.