

**Intern –Sub Grants Management Department****Background**

In line with the global compliance priority, CARE Nepal (CN) has made commitment in the FY 2016 AOP to enhance the scope of compliance and sub grants function to achieve improved internal control systems, systematic risk assessment procedures and implementation of robust audit and compliance activities across CN including the partners. In order to achieve this objective, the need to leverage additional resources to the in-house Sub Grants Management function was realized and agreed.

To meet the above expectation, accomplish the activities as per Sub Grants Management Policy and also to meet the requirement/request received from the project managers for performing sub grants management from selection to the closed out the project it is indispensable that at least one Intern be hired to make the department capable of meeting those expectations.

Roles and Responsibilities

- The Intern has to support for efficient functioning of the Sub Grants Management Unit of CARE Nepal.
- The intern needs to travel to CN Project sites as assigned by Sub Grants Management Specialist; if situation requires field visit may be up to 50% of the time.
- Support and Update database of CARE Nepal partners (Both long term and small grants) and prepare calendar of operation to conduct DDA of all partners Monitor the performance of event base partnership regularly.
- Support Sub Grants Management Specialist/program team to provide orientation/induction to the partners immediately after signing the agreement.
- Support Sub Grants Management Specialist & Facilitate signing of partner agreement/modification/PAL in time utilizing CARE-approved templates
- Support for custodian for all the documents related to sub grant management like: separate file for each sub grantee has to be maintained and all the relevant documents has to be updated as per the list mentioned in sub grant management policy.
- Support for Maintain tracking of all sub grant agreements with end date, approved amount, specific requirements and etc.
- Support Sub Grants Management Specialist in ensuring compliance with Sub grant management policy and other related requirements
- Support Sub Grants Management Specialist in Reviewing the sub grant agreement and its attachment before forwarding for approval to higher authority

Upholding CARE's Core values and ensuring its principles:

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance

The intern will keenly follow the given assignment, thereby garnering Professional carrier development. Any other assignments/tasks assigned by the Sub Grants Management Specialist has to be performed with full of integrity, due care and professionally within the deadline.

At the end of each contract period the interns will submit a brief report on their observations, experiences and learning from being an intern.

Qualifications and Competencies

Minimum Bachelor degree in accounting, financial management, and management preferred. Sound knowledge of compliance functions, people skills and an ability to deal with people, proficient in use of word processing and spreadsheets software packages, report writing is



desirable. Ability to take initiative and together with good communication skills in both English and Nepali is required.

Reporting to/Supervision

Intern will directly report to the Sub Grants Management Specialist. All the activities will be supervised by the Sub Grants Management Specialist.

Notice Period

Either party has to give advance notice of at least 30 calendar days for ending the contract prior to the end date of the contract.

Acknowledgement by the Intern

Signature:

Name: