



## ***Internship – Communications Department***

### **Introduction**

CARE Nepal is an international humanitarian organization working in Nepal for the past 39 years. It currently works in 60 districts through different projects and programs on issues relating to improving the lives of the poorest and most vulnerable populations through programs in natural resource management, livelihoods, women empowerment, equity and social justice.

The purpose of the assignment is to provide support to the Communications and Advocacy Manager to design, develop, publish and share information and communication materials of CARE Nepal and thereby presenting a unique opportunity to the intern to gain hands on experience of working in documentation and communications in development sector.

### **The intern will assist the Communications department with the following activities:**

- Archive the vast number of existing case stories, videos, photographs, presentations, news paper cuttings and all branding related templates so that is it available in CARE Nepal's Resource Center and Knowledge Tree for rest of CARE Nepal colleagues to access as and when needed.
- Assist in publications and designing of training manuals, information brochures, posters and other IEC materials, video documentaries, anthologies of stories under the guidance of the Advocacy and Communication Manager
- Translation (English to Nepali and vice versa) of documents as and when needed
- Assist in publication management, collecting news stories for media monitoring
- Update media and other contact list
- Monitor media and package it.
- Edit photos and videos.

### **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. 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:**

Bachelor's degree in Mass Communication and Journalism or a related field with some experience writing, editing, and proof reading in English and Nepali along with expertise in graphics design, layouts, and publication is required. The candidate must have excellent command of English and Nepali language along with good communication skills, ability to take initiative and work independently and willing to travel in different districts if needed. Knowledge in still photography, video recording, editing and multimedia editing is desired.

### **Reporting to/Supervision**

The intern will be guided and supervised by the Communications and Advocacy Manager, CARE Nepal. The intern will work in close coordination with other Communications colleagues, the thematic specialists, coordinators, M&E officer and field program personnel as and when required

### **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: