



***Intern – Administration Department***

**Background**

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.

**Roles and Responsibilities**

- Assist in admin related works like filing in proper document in proper file, photocopy as required, typing etc
- Assist in reception duty answer incoming calls and assume other receptionist duties when required
- Assist in keep register of incoming letters and outgoing letters
- Assist in maintain office supplies coordinate with admin staff
- Provide document as well as information to concern timely
- Good knowledge of word and excel so that draft memos, letters, excel format and report when appropriate
- Complete assigning task daily, properly and correctly
- Filing for Procurement
- Vendor listing /classification with updated information
- Assist in up keep warehouse and disposal of equipment

**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**

- Minimum intermediate in any discipline.
- Tactfulness and an ability to deal with people.
- Proficient in use of word processing and spreadsheets software packages.
- Ability to take initiative and work independently.
- Good communication skills in both English and Nepali

**Reporting to/Supervision**

Intern will directly report to the Senior Admin Officer.

**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: