



***Dalit Women Internship - Human Resources Department***

**Background**

The Dalit Women Internship program initiative is an annual agreed program which focuses on providing learning professional experiences to Dalit Women. This program is expected to increase impact as a part of the current practice to promote professional interest for Dalit Women among young people in the development sector.

To meet the above expectation and to assist the HR Department with various HR functions, the HR Intern will help the department to meet the expectations. With the HR and OD Coordinator overseeing strategic direction of the Human Resources, the HR Intern will mostly be involved in supporting the HR department with basic HR functions focusing particularly on contracts management, medical reimbursement, filing and assisting during recruitment and induction of the staff.

**Roles and Responsibilities**

- *Recruitment*
  - # Assist to prepare the vacancy announcement for the required positions
  - # Assist the HR team to download applications for vacancies announced from the CARE Nepal vacancy application email.
  - # Maintain recruitment filing/recording
  - # Coordinate with HR team for conducting written test and interview with candidates as required
- *Database Management*
  - # Assist the HR team to maintain an updated record of all staff
  - # Maintain the updated filing system of personal records of staff in hard copies
  - # Ensure all documents are updated in Staff Personal Files including academic certificates, citizenship copies, CVs, job descriptions and all other required documents
  - # Follow up with staff for any missing documents as per the requirements
- *Medical Insurance*
  - # Enter the medical reimbursement requests of staffs in an excel sheet
  - # Maintain updated medical insurance of all staffs by checking bills, prescription and other documents as per requirement
- *HR Events*
  - # Assist the HR team in various HR and staff engagement events

**Learning Objectives:**

- Ability to synthesize information regarding recruitment policies and procedures
- Demonstrate knowledge of employee benefit concepts
- Understand the alignment of HR systems with the business plan of CARE Nepal
- Apply effective written and oral communication skills
- Understand the concept of HR audits and the importance of documentation
- Ability to process medical reimbursement independently

**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

**Time Period**

1 year

**Reporting to/Supervision**

The Intern will directly report to the HR and OD Coordinator.



**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: