

DISASTER RISK REDUCTION RECONSTRUCTION AND RESILIENCE (DR4) INTERN

Position Description

USAID/Nepal

BASIC FUNCTION OF POSITION

The overall objective of the internship is for the incumbent to gain an understanding of the public infrastructure reconstruction activities and disaster risk reduction related activities from a donor perspective. This position will be based at the Disaster Risk Reduction Reconstruction and Resilience Office (DR4) within the Mission. The incumbent reports directly to the DR4 Mentor for matters relating to the internship program.

MAJOR DUTIES AND RESPONSIBILITIES

1. 15 % Time: Overall understanding of DR4 core programs:
 - Introduction to DR4 Office activities;
 - Review general portfolio and contract documents.
 - Upgrade and maintain the DR4 public folder on an ongoing basis.
2. 45 % Time: Work with the DR4 Infrastructure Team on specific tasks and projects:
 - Participate in DR4 staff meetings;
 - Participate in technical meetings, as appropriate;
 - Participate in technical meetings with the Government of Nepal entities and partners, as relevant;
 - Complete technical tasks that have been assigned by team members;
 - Perform technical reviews for Infrastructure team and provide inputs.
3. 20% Time: Perform other duties as assigned by the mentor in consultation with the DR4 Team Leaders
 - Assist office management in coordination with Office Support Staff;
 - Initiate drafts for official letters;
 - Perform outreach functions such as drafting success stories and documenting project sites (e.g. drafting site visit reports);
 - Assist Agreement Officer Representatives (AORs)/Contracting Officer Representatives (CORs) in day-to-day management activities, including maintenance of AOR/COR files, tracking the progress of work plans, attending relevant meetings with AOR/COR, and monitoring and evaluation of activities;
 - Assist AOR/COR in close-out of completed activities.
4. 20 % Time: Field visits to USAID's contractor and grantee project sites to develop an understanding of the reconstruction efforts:
 - Support monitoring and handover of 17 schools through a Public International Organization (PIO) grant with Asian Development Bank to the Earthquake Emergency Assistance Project in 4 districts (Kathmandu, Kavrepalanchowk, Sindhupalchowk, and Ramechhap).
 - Support monitoring of 18 public facilities under the NCRP Task Orders in earthquake affected areas.
 - Plan and facilitate an event as appropriate.

QUALIFICATIONS REQUIRED

- Bachelor's degree in civil engineering field is required.
- Basic computer skills and knowledge of all MS Office applications (Word, Excel, PowerPoint).

- Must be able to work in English (speaking, reading and writing).

POSITION ELEMENTS

Supervision received: The position will report directly to a DR4 Mentor with additional supervision by all Team

Members. The intern carries out the above described responsibilities following a pre-approved work plan.

Performance Period and hours of duty

- One year
- 40 hour work week

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.