

HEALTH OFFICE (HO) 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 health profession and health development issues from a donor perspective, and to prepare him or her for employment or further education in the field of public health. This position will be based at the Health Office (HO) within the Mission. The incumbent reports directly to the HO Mentor for matters relating to the internship program.

MAJOR DUTIES AND RESPONSIBILITIES

1. 20 % Time: Receive computer related training and skills on key components.
 - Introduction to computers;
 - Files and folders;
 - Storage media and transferring documents;
 - Operating systems – Microsoft Windows;
 - Office Package – Word Processing, Spreadsheet, Database, Presentations, E-Mails;
 - Basic network concept;
 - Basic internet concept; and
 - Basic computer security information.
2. 50 % Time: Work with Health sub-teams on specific tasks and projects: HIV/Social Marketing/Family Planning team and Maternal, Newborn, and Child Health .
 - Participate in HO staff meetings;
 - Participate in sub-team technical meetings, as appropriate;
 - Participate in technical meetings with Ministry of Health and Population and USAID implementing partners, as relevant;
 - Complete technical tasks that have been assigned by sub-teams;
 - Obtain an understanding of HO core programs;
 - Plan and facilitate an event as appropriate;
 - Perform “mini” technical reviews for the HO team.
3. 20% time: Office Management Assistance
 - Assist with note-taking, typing minutes, updating regular team meeting checklists;
 - Assist with HO administrative tasking in coordination with Office Support Staff;
 - Initiate drafts for official letters;
 - Upgrade and maintain the library on an ongoing basis;

- Distribute to HO staff publications, books, reports and documents received.
4. 10 % Time: Field visits to USAID's contractor and grantee project sites to develop an understanding of the following:
- The HIV/AIDS Program;
 - The basics of social marketing;
 - The Family Planning/Reproductive Health Program;
 - The Maternal, Newborn and Child Health/nutrition Program;
 - The Environmental Health Program;
 - The coordination and preparation needed for activity events.

QUALIFICATIONS REQUIRED

- Bachelor's level studies in public health or clinical health is required.
- Basic computer skills.
- Must be able to work in English (speaking, reading and writing).

POSITION ELEMENTS

Supervision received: The position will report directly to the HO Mentor with additional supervision by all staff. The intern will rotate proportionately between the sub-teams with a formal handover at an HO Office meeting. 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

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.