

## Job Description

Position: Intern (Program Section)  
Report to: Project Coordinator  
Duration: 3 Months (Extendable)  
Location: Abbottabad  
Reported by: None  
Remuneration: 15000 Per/Month

### Job Profile:

Interns will provide support to program team in their daily program related work.

### Benefits in Internship

Organization's youth program is striving to improve the performance of graduates through capacitating them in key life skills needed to be a successful profession. In this regard, internships will target to enhance the below life skills of graduates.

- Self-confidence
- Understanding of community work and working with stakeholders
- Learning to work with disadvantage groups and enhance inclusiveness
- Ability to relate to/communicate with others in professional environment
- Team work and ability to demonstrate leadership qualities
- Enhanced inter-personal skills and managing team conflicts
- Ability to organize themselves and use time efficiently
- Creativity and participatory approaches
- Ability to assess personal strengths and weaknesses

### Major Responsibilities:

- Provide support to program team in undertaking program activities
- Support in documentation of all assigned project activities/events etc.
- Assist in Reporting and Monitoring activities
- Knowledge management and archiving of program data
- Support in establishing digital resource center

### Education and Skills

- Recently completed Master Degree preferably in social studies and other relevant subjects
- Strong Communication and writing skills
- Computer skills in Word, Excel, Power Point, Adobe, SharePoint.