

Student Internship Program (SIP# 2019-01)

Position Description

Office/Organization: Human Resources Office, U.S. Embassy, Kathmandu

Job Description:

- Learns applications screening process and helps in compiling printed applications.
- Assists HR Office during Awards Ceremony
- Supports in compiling VAT bills and medical insurance claim
- Supports in escorting the job applicants during interviews and tests
- Assists Office Management Assistant in filing system
- Assists HR Office with special projects
- Performs any other tasks as assigned

Job Qualifications:

- Completion of Higher Secondary school is required.
- English Language proficiency at least Level – III (Good Working Knowledge) is required.
- Basic computer skills such as MS Word, MS Excel and MS PowerPoint are required.

Number of required hours: 15-20 hours per week

Performance Period: 3 months

Paid/unpaid: Unpaid

Interested students must submit an application with a statement of interest and must provide written permission from the university **no later than September 4, 2019.**

For additional information, contact recruitkintern@state.gov, Human Resources Office, U.S. Embassy, Kathmandu.