

Student Internship Program (SIP# 2019-05)

Position Description

Office/Organization: Population, Refugees, and Migration (PRM), U.S. Embassy, Kathmandu

Job Description:

- Arranges round table, meetings and other projects
- Researches and draft reports on coping strategies of Tibetan refugees
- Researches and draft reports on coping strategies of urban refugees
- Provides administrative assistance as needed

Job Qualifications:

- Completion of Higher Secondary School is required.
- Some experience working in Tibetan refugee communities or a Tibetan Refugee is preferred.
- English Language proficiency at least Level – III (Good Working Knowledge) is required. Fluent Tibetan and Nepali Language skills are required.
- Basic computer skills such as MS Word, MS Excel, MS PowerPoint and the Windows operating system 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 recruitktmintern@state.gov, Human Resources Office, U.S. Embassy, Kathmandu.