

How to Apply

Applications

The EIVP will be advertised on the ERRA website and in the local print media. Details and TOR for available positions, application forms and selection criteria for each position being offered are listed on the ERRA website www.erra.gov.pk under Interns and Volunteers link. Candidates can submit their application form and documentation electronically. **The selected and reserve candidates will be advised “online” through the ERRA website.** Application Form is attached as **Annex A**.

Agreement

All successful applicants will be required to sign an agreement at their arrival in Islamabad, Pakistan. This will set out in full all “Terms & Conditions” of the assignment and agreeing to comply with all ERRA’s rules, regulations, policies and procedures relating to professional and personal conduct, best practice, governance, and laws of Pakistan. Applicants who forward his/her application to ERRA agrees with the contents of the “Agreement Form” (overseas interns – volunteers agreement, attached **Annex B**) has to mark “**Yes**” at the left bottom box of Application Form, titled “**Do You Agree?**”

The Agreement will include (but not be limited to) the following:

- **Job/Employment:** An offer of a placement in the EIVP is in no way an offer of formal paid employment nor does it confer any right for any offer for future employment at the end of the placement by ERRA or any other host organization.
- **Rules and Regulations:** I-Vs will be required to follow all ERRA’s rules and regulations as observed by all ERRA employees. Contravention of the rules and regulations will result in termination from the programme.
- **Full Time:** I-Vs will be required to join the programme on full time basis with the exception of any who accepts an online assignment.
- **Personal Files:** ERRA will maintain a personal file on each I-V containing basic and professional details including certified copies of supporting documentation such as identity papers, degree, transcript, certificates, photos etceteras.
- **Off-Days and Casual Leave:** I-Vs will be entitled to Saturday and Sunday off. However, casual leave may be granted depending on the duration of the Programme or special circumstances.
- **Discontinuation of Programme:** ERRA reserves the right to terminate the programme at any stage, or the placement of any I-V. The I-Vs can discontinue their participation in the programme at any stage with a prior notice of 1 Week on the provision of a letter stating their reason and wish to do so. However, I-Vs who leave the programme early will not be entitled to an **EIVP Completion Certificate**.