

**3 x MONTHS PILOT ROGRAMME**  
**(Need Assessments - Interns/Volunteers)**

**Category Codes of interns / volunteers:**

Gap Year / Break Period     - A  
 College / University         - B  
 Professional & Skilled       - C  
 Online Volunteer             - D

Sector/Wing/ Cell	Intern (Designation + Task to be performed)	Volunteer (Designation + Task to be performed)	Eligibility Criteria (Language Skill, Academic Level + Expertise Experience)	Proposed Duration (in weeks)	*I-V Category
Rural Housing	<u>Coordinator (Intern):</u> Management and coordination of the rural housing activities taking place in the field		<u>Language Skills:</u> Proficiency in English  <u>Academic Levels:</u> Masters or Honors degree in administration  <u>Expertise.</u> MS. Office Expert <u>Experience:</u> xxxx	12 Weeks	B or C
Urban Housing/ Development	Prepare Database / MIS for Urban Development Projects' Coordination & Management Close Liaison with Urban Development Volunteers & Programme Manager (UD) to finalize the Parameters of Urban Projects Database / MIS		<u>Language Skills:</u> Proficiency in English <u>Academic Levels:</u> Civil Engineer, Town Planner, Architect-preferably with MCS <u>Expertise:</u> <u>Experience</u>	3 weeks	C

		<p>-Develop a Manual showing Activity-wise Criteria for Efficient Implementation of Urban Development Projects</p> <p>-Develop Prototype PC-Is for various Sub-Sectoral Urban Development Projects, focusing on the areas as mentioned under Column I</p>	<p><b><u>Language Skills:</u></b> Proficiency in English</p> <p><b><u>Academic Levels:</u></b> Civil Engineer, Town Planner, Architect, Sociologist, Development Studies - preferably with MBA</p> <p><b><u>Expertise:</u></b></p> <p><b><u>Experience</u></b></p>	3 weeks	C
Education	<p><b><u>Education Planning Persons (Intern);</u></b> To plan strategic interventions for education quality enhancement</p> <p><b><u>Statistician</u></b> To clean and update / manage the data of education facilities</p>		<p><b><u>Language Skill:</u></b> Proficiency in English</p> <p><b><u>Academic Levels:</u></b> Masters in Education</p> <p><b><u>Expertise:</u></b> xxx</p> <p><b><u>Experience:</u></b> xxx</p> <p><b><u>Language Skill:</u></b> Proficiency in English</p> <p><b><u>Academic Levels:</u></b> Masters in statistics</p> <p><b><u>Expertise:</u></b> Preferably computer literate</p> <p><b><u>Experience:</u></b> xxx</p>	12 Weeks	B
Health	<p><b><u>Trainees (Intern) Human Resource Management;</u></b> To Review Human Resource Management in Health Sector</p>		<p><b><u>Language Skill (Intern):</u></b> Proficiency in English</p> <p><b><u>Academic Levels:</u></b> Masters of Business Administration (MBA) in Human Resource Management (HRM)</p> <p><b><u>Expertise:</u></b> HRM</p> <p><b><u>Experience:</u></b> xxx</p>	12 Weeks	C

		<b>Health System Planner (Volunteer);</b> Will assist and support in health planning	<b>Language Skill (Volunteer):</b> Proficiency in English <b>Academic Levels:</b> MBBS, Masters in Public Health <b>Expertise:</b> Health Planning <b>Experience:</b> xxxx		
<b>Road / Bridges</b>	<b>Coordinator(intern);</b> Impact Survey – quality checking and monitoring		<b>Language Skill:</b> Proficiency in English  <b>Academic Levels:</b> Bachelor of Science (BSc) or Master of Science (MSc) Civil Engineering <b>Expertise</b> Project monitoring. Computer Skills <b>Experience:</b> Adequate relevant experience	12 weeks	<b>B</b>
<b>Water &amp; Sanitation (WATSAN)</b>		<b>Water &amp; Sanitation Advisor (Volunteer);</b> Assist and facilitate the field tentacles particularly the concerned Line Agencies of Earthquake Affected Areas (EQAA) to plan and implement the soft components of WatSan Sector (Community Mobilization/ Hygiene and sanitation Promotion / Water Quality Monitoring etc.)	<b>Language Skill.</b> Proficiency in English <b>Academic Levels:</b> Master of Sciences (MSc) or Environmental or Public Health or Civil Engineering. <b>Expertise</b> In planning & implementation of community based Hygiene and sanitation projects <b>Experience</b> Adequate relevant experience over 5 Years	Open Duration	<b>C</b>
<b>Social Protection</b>	<b>Social Protection Coordinators (Intern);</b>	<b>Social Protection Coordinators (Volunteer);</b>	<b>Language Skills:</b> Proficiency in English	12 Weeks for interns	<b>B&amp;C</b>

	<ul style="list-style-type: none"> <li>• Assist in coordination for establishment of social welfare complexes</li> <li>• Developed new programme on the bases of Targeted Vulnerability Survey (TVS) data in the earthquake affected areas.</li> <li>• Performance evaluation of ongoing programmes i.e. landless programme, legal aid centres, medical rehabilitation of the disabled</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in coordination for establishment of social welfare complexes</li> <li>• Developed new programme on the bases of Targeted Vulnerability Survey (TVS) data in the earthquake affected areas.</li> <li>• Performance evaluation of ongoing programmes i.e. landless programme, legal aid centres, medical rehabilitation of the disabled</li> </ul>	<p><b>Academic level:</b> Graduate and Masters in Social Sciences or equivalent</p> <p><b>Expertise:</b> xxxxx</p> <p><b>Experience :</b> Relevant experience in Development or Social work</p>	& open for volunteer	
<b>Environment</b>		<p><b>Trainer Capacity Building (volunteers);</b> To support the review and development of training manuals through research. Implementation of Hazardous Land Policy and its evaluation</p>	<p><b>Language Skill:</b> Proficiency in English</p> <p><b>Academic Levels:</b> Masters in Natural Science, Civil Engineering or equivalent</p> <p><b>Expertise:</b> xxx</p> <p><b>Experience:</b> 5 years</p>	12 weeks	<b>B or C</b>
<b>Livelihood Rehabilitation</b>		<p><b>Rural Development Expert (volunteers);</b> Assist in the review of Community Livelihood Rehabilitation Plans (CLRPs) to identify Macro level economic interventions.</p>	<p><b>Language Skill:</b> Proficiency in English</p> <p><b>Academic Levels:</b> Masters of Economics, development or related discipline</p> <p><b>Expertise:</b> xxxx</p> <p><b>Experience:</b> 15 years</p>	12 weeks	<b>C</b>
<b>Tourism</b>	<p><b>Tourism Coordinator (Intern) &amp; Planning Expert</b></p> <p>Assessment / Proposal</p>	<p><b>Tourism Coordinator &amp; Planning Expert (Volunteer);</b></p> <p>Assessment / Proposal</p>	<p><b>Language Skill:</b> Proficiency in English</p> <p><b>Academic Qualification:</b> Masters in Anthropology</p>	12 weeks for interns & Volunteers	<b>B or C</b>

	preparation of Heritage/Natural sites/buildings in the affected areas	preparation of Heritage/Natural sites/buildings in the affected areas	(Applied)/ Archeology/Hotel Management Conservation Engineer <b>Expertise: xxx</b> <b>Experience: xxx</b>	open	
<b>Special Project Cell</b>	<b>Coordinator (Intern);</b> To coordinate and support the implementation of Saudi Fund Projects		<b>Language Skill:</b> Proficiency in English <b>Academic Levels:</b> Degree in Social Sciences or Management <b>Expertise: xxxxx</b> <b>Experience: xxxxx</b>	6-12 Weeks	<b>B</b>
<b>Donor &amp; Sponsors Coordination Cell (D&amp;SCC)</b>	<b>Office / Field (Intern):</b> To perform tasks like Registering Reporting, Filing, Computing, Communication etc	<b>Office/ Field (Volunteer):</b> To assist in tasks like preparing reports & presentations, maintaining & registering files, preparing draft correspondence, computing, coordination, visiting project sites	<b>Language Skill (Intern):</b> Proficiency in English <b>Academic Levels</b> Matriculation / Secondary or Higher Secondary School <b>Expertise:</b> In usage of computer programs like MS Office <b>Experience</b> xxx  <b>Language Skill (Volunteer):</b> Proficiency in English <b>Academic Levels</b> Graduate / Post Graduate <b>Expertise:</b> In usage of computer programs like MS Office <b>Experience</b> xxx	6	<b>A</b>
<b>Executive / Gender Team</b>		<b>Editor (volunteers);</b> Edit GE	<b>Language Skill:</b> Proficiency in	4 to 6	<b>B or C</b>

		case studies in various sectors who can present ideas in a coherent and clear manner and carry out proof reading for grammar and spelling	English <b>Academic Levels:</b> Graduate in English studies and/or journalism <b>Expertise:</b> MS Office <b>Experience:</b> Work can be done on-line from any English speaking country in the world	weeks	
<b>Disaster Risk Reduction (DRR)</b>	<b>Database Developer (Intern):</b> Compile data, design and develop database		<b>Language Skill:</b> Proficiency in English <b>Academic Profile:</b> Bachelor (Computer Science/Information technology), (MSc. Computer Science / Information technology) <b>Expertise:</b> Software development <b>Experience:</b> Hands on experience in database design and development using MS Access, MS VB	4 weeks	<b>B or C</b>
<b>Finance Wing</b>	<b>Accounts Assistant / Coordinator (Intern)</b> <ul style="list-style-type: none"> <li>To deal accounting matter with Donors / Lending Agencies Asian Development Bank (ADB), World Bank (WB) and Islamic Development Bank (IDB)</li> <li>To process all the bills /</li> </ul>	<b>Accounts Assistant / Coordinator (Volunteer)</b> <ul style="list-style-type: none"> <li>To deal accounting matter with Donors / Lending Agencies Asian Development Bank (ADB), World Bank (WB) and Islamic Development Bank (IDB)</li> <li>To process all the bills /</li> </ul>	<b>Language Skill:</b> Proficiency in English <b>Academic Levels:</b> <b>Intern</b> B.Com, MBA Finance and Accounts <b>Expertise:</b> MS Office <b>Experience</b> <b>Intern;</b> Fresh Graduates <b>Volunteer;</b> with relevant experience	12 Weeks	<b>B&amp;C</b>



			<b>Experiences:</b> xxxxxx		
Management Information System (MIS)	<b>Software Development of ERRA Inventory Manager (Intern)</b>	<b>Software Development of ERRA Inventory Manager (Volunteer)</b>	<b>Language Skill:</b> Proficiency in English <b>Academic Levels:</b> Bachelor / Master degree in Computer Science/Information Technology <b>Expertise:</b> Software Development <b>Experience:</b>	12	<b>B or C</b>
Knowledge Management Cell (KMC)	<b>Field Researcher: (Intern)</b> Field data collection on selected projects from the field and develop material for Annual Review ERRA	<b>Graphic Designer (Volunteer)</b>  Prepare layout, format documents, develop graphic theme/ colour combinations, designing book jackets and provide assistance in selection of photographs.	<b>Language Skill:</b> English <b>Academic Qualification:</b> Graduation / Masters Student <b>Expertise:</b> Research Methodology <b>Experience:</b> xxxx	6 weeks	<b>B</b>
			<b>Language Skill:</b> English  <b>Academic Levels</b> Masters Degree in Arts/ Graphic Designing from any HEC recognized university <b>Expertise:</b> Graphic Designing <b>Experience:</b> xxxxxx	Open	<b>D</b>
HR-EIVP		<b>Translators (Volunteers)</b> Command over any	<b>Language Skills:</b> English & any other international	Open	<b>D</b>



		international language to facilitate HR-EIVP to translate its web site into various international languages without grammatical/ spelling mistakes	language <b><u>Academic Levels:</u></b> Masters/ Degree in any international language <b><u>Expertise:</u></b> Translation <b><u>Experience:</u></b> xxxxxxxx		
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