

## **Internship Announcement**

The University Grants Commission (UGC) is the apex body of higher education in Nepal and provides financial, policy, and regulatory support to higher education institutions in the country. Please refer to the website for more information: www.ugcnepal.edu.np.

UGC is seeking results-oriented and aspiring interns to support the implementation of the Nurturing Excellence in Higher Education Program (NEHEP) funded by the World Bank to bring value addition for sustained transformational improvements in higher education.

1. 3. Position title: Intern, Procurement

Location : University Grants Commission, Sanothimi, Bhaktapur

Full/Part-Time : Full-time
Duration : 6 Months

Expected Start Date of Assignment: 10 February, 2024 Required academic qualifications, skills and attitudes:

- Active enrolment in 4<sup>th</sup> Semester or recent completion of a Master's level program in social science, economics, management or related field.
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, monitoring and evaluation, indicators, statistics and or research methodologies is preferable.
- Relevant computer skills especially MS Office.
- Data analysis and analytical writing skills.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences.
- Fluent in English.

## 3. Position title: Intern, Monitoring and Evaluation

Location : University Grants Commission, Sanothimi, Bhaktapur

Full/Part-Time : Full-time Duration : 6 Months

Expected Start Date of Assignment: 10 February 2024 Required academic qualifications, skills and attitudes:

- Active enrolment in 4<sup>th</sup> Semester or recent completion of a Master's level program in social science, economics, management or related field.
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, monitoring and evaluation, indicators, statistics and or research methodologies is preferable.
- Relevant computer skills especially MS Office.
- Data analysis and analytical writing skills.
- Good interpersonal, networking and communication skills.

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- Willingness to contribute and work as part of a team; and
- Flexible and open to learning and new experiences.
- Fluent in English.

Candidates willing to apply can submit the application with bio-data at the UGC office, sanothimi, Bhaktapur or email: procurement@ugcnepal.edu.np no later than17:00 Hours on the 31st January,2024

To download TOR, please click the following link: www.ugcnepal.edu.np

Please note that only short-listed candidates will be contacted. Telephone enquiries will not be entertained.

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