



## University Grants Commission (UGC)

Sanothimi, Bhaktapur

Date of Publication: 01 August 2023

### 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](http://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. Position title: Intern, Quality Assurance and Accreditation

Location : University Grants Commission, Sanothimi, Bhaktapur.

Full/Part-Time : Full-time

Duration : 6 Months

Expected Start Date of Assignment: 20 August 2023

#### Required academic qualifications, skills and attitudes:

- Active enrolment in 4th Semester or recent completion of a Master's level program in Environmental Science or social science or any other related fields.
- Relevant computer skills especially MS Office. Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results based management, project management, monitoring and evaluation, indicators, statistics and or research methodologies would be preferable.
- 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.

#### 2. Position title: Intern, Finance

Location : University Grants Commission, Sanothimi, Bhaktapur

Full/Part-Time : Full-time

Duration : 6 Months

Expected Start Date of Assignment: 20 August 2023

#### 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, education, economics, business administration, public administration or related field.
- Some experience in working with development agencies, academic institutions including in volunteer capacity in the field of results-based management, project management, monitoring and evaluation, indicators, statistics and or research methodologies would be 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, Procurement

Location : University Grants Commission, Sanothimi, Bhaktapur

Full/Part-Time : Full-time

Duration : 6 Months

Expected Start Date of Assignment: 20 August 2023

#### 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.

Candidates willing to apply can submit the application with short bio at the UGC office, sanothimi, Bhaktapur or email: [procurement@ugcnepal.edu.np](mailto:procurement@ugcnepal.edu.np) no later than 17:00 Hours on the 15 August 2023

To download TOR, please click the following link: [www.ugcnepal.edu.np](http://www.ugcnepal.edu.np)

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



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