



TERMS OF REFERENCES

Intern

Overall objectives of Samdrup Jongkhar Initiative (SJI), Lhomon Society (LMS)

The overall longer-term development objective of the SJI is to raise living standards in Samdrup Jongkhar and establish food security and self-sufficiency, while fully protecting and enhancing the natural environment and making it resilient to climate change, strengthening communities, stemming the rural-urban migration tide, especially among educated youth, and fostering a cooperative, productive, entrepreneurial, and self-reliant spirit grounded in a rights-based approach to development, particularly focusing on women and youth.

Through interventions contributing to the overall objective, the aim is to uplift the Samdrup Jongkhar Dzongkhag in the most sustainable way, in line with Gross National Happiness (GNH)-goals. The intention is that the Dzongkhag will serve as a best practice pilot district, from which other districts and national replication can take place.

Description of Duties and Responsibilities

The Intern will function directly under the supervision of Admin & Accts Officer and overall guidance of the Program Director.

1. Fulfill tasks set out by the supervisor.
2. Attend meetings and take minutes.
3. Assist in administrative tasks such as taking staff attendance and filing documents.
4. Perform essential front desk duties including reception and entertainment of visitors.
5. Store management and stock checking.

6. Run bank errands for the office.
7. Assist in the marketing of farm produces.
8. Keep records of farm accounts.
9. Maintain clean office space and surroundings.

Qualification and Skills

- ❖ A minimum of high school education.
- ❖ Strong sense of volunteerism.
- ❖ Ability to multitask.
- ❖ Proficiency in Microsoft Office.

Learning Elements

- ❖ The internship is designed to complement studies in commerce, finance, business administration, procurement and other related fields, with practical work experience. Upon completion of the assignment, and depending on its duration, the interns will:
 1. Have an increased understanding of how an NGO functions.
 2. Have gained practical experience in administrative and accounting roles.
 3. Become familiar with Tally software.
 4. Be able to effectively manage files and documents.

Capacity Development

- ❖ Attending training and workshops as approved by the management. Apply newly acquired knowledge and skills at the workplace and share with the SJI team, as may be relevant.

General Coordination

- ❖ Take part in the program activities (whenever possible) to enrich one's own knowledge and to better understand the practical issues on the ground when it comes to promoting local products.
- ❖ Understanding the SJI programs in general.

Conditions of work

The work base will be Dewathang where the field office of the SJI is located. Dewathang is connected by road, electricity, water supply and internet. Finding housing in Dewathang is a challenge. The office is equipped with internet, printers and a library. Staff members may be asked to travel away from their usual workplaces on authorized missions. The work includes travel and trekking to rural areas. In rural areas, accommodation is arranged in the houses of farmers.

Behavioral qualities

The SJI works closely with the community. It has carefully developed a harmonious relationship with the stakeholders. Therefore, all SJI employees are mandated to uphold the highest standards possible when it comes to working in the office and in dealings with the community.

Terms and Conditions of Internship

The internship will be for a period of 4 months. Over the course of the internship, the intern will be paid a monthly stipend of Nu. 3,750.

Other Conditions of Internship

- ❖ The intern shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
- ❖ The intern shall be entitled to leave as approved by the supervisor. Leave shall not be claimed as a matter of right.

Code of Conduct:

- ❖ Maintain the highest standard of ethics, integrity and professionalism and always endeavor to articulate SJI principles in his daily conduct;
- ❖ Be transparent and accountable in their decisions and operations;
- ❖ Conduct themselves in strict compliance with the laws of the land;
- ❖ Declare any conflict of interest;
- ❖ Not be biased or discriminatory;
- ❖ Not use the name of SJI or LMS for his personal gain, pecuniary, kind and other form of gratification.
- ❖ Respect indigenous knowledge and custom, individual's dignity, identity, culture, faith and

values.

- ❖ Not solicit or accept a gift, directly or indirectly, from a prohibited source or given because of his/her position or coerce the offering of gift or any form of gratification.
- ❖ Promote efficiency and economy in the administration and encourage creativity and cooperation within the organization.
- ❖ Refrain from unauthorized communication of information that may prove detrimental to the smooth and efficient functioning of the organization.
- ❖ Refrain from consuming psychotropic substances.
- ❖ Others as prescribed in the Articles of Association of LMS.