

Internship Programme Protocol

1. Purpose

The purpose of GNH Commission internship programme is to:

- I. Provide a framework by which students (under graduates/post graduates) and graduates from diverse academic backgrounds may be assigned to the GNH Commission as interns.
- II. Expose the interns to the various roles and responsibilities of the commission to provide them experience, and enhance their educational experience through practical work assignments.
- III. Assist the various divisions of the GNH Commission through the placement of qualified interns specialized in various professional fields.

2. Typical Tasks to be performed by the Interns

Undertake the work assigned by the designated supervisor, which could include the following:

- a) Conducting research;
- b) Preparing documents
- c) Cataloguing information;
- d) Assisting in the organization of meetings, conferences and etc.
- e) Field work if required
- f) Other tasks

Interns will not be used to replace support staff or conduct strictly support functions.

3. Eligibility

The Internship will be open to both Nationals and Non-Nationals who:

- a) as a minimum successfully completed standard XII or equivalent.
- b) have usefully completed their standard XII or equivalent exams and seek to some experience before beginning their undergraduate/ degree programs.
- c) seek to gain experience during their vacation periods while undertaking undergraduate or post graduate programs.
- d) are required to intern as a part of their undergraduate or graduate programme
- e) seek to gain some work experience after graduation

Interns should

- f) be proficient in English or Dzongkha
- g) be computer literate in standard software applications;
- h) demonstrate a keen interest and commitment to meet the objectives of the GNH Commission
- i) not demonstrate any bias towards individuals from different gender, cultural backgrounds, and beliefs,

4. Time frame

- I. Internship assignments will be available throughout the year based on the needs of the Commission and subject to approval by the HR committee.
- II. The duration of the internship will be mutually agreed upon between the Commission and the applicant, and be reflected in the contract accordingly.

5. Status

Interns shall not represent the Commission in official capacity

6. Interns' Expenses

All costs connected with an intern's participation in the Programme must be borne by:

- a) the nominating institution, related institution or government, which may provide the required financial assistance to its students;
- b) the student, who will have to obtain financing for subsistence and make his/her own arrangements for travel (including to and from the office), visas, accommodation, etc.
- c) reimbursement of costs incurred by an intern in the discharge of his/her functions shall be as per existing rules and regulations of the Royal Government of Bhutan

7. Insurance

The GNH Commission shall not be responsible for the medical and life insurance of the intern or costs arising from accidents and illness incurred during an internship.

8. Working Conditions

During the internship session, interns will be provided with a desk, phone and computer access.

9. Application and Selection Procedure

Applicants should send the following documentation to the Human Resources Officer at the GNH Commission (can be done via email)

- a) a duly completed "GNH internship application form";
- b) a copy of his/her most recent resume or curriculum vitae;
- c) a letter from his/her university confirming current enrollment (applicable those enrolled in undergraduate or post graduate courses)
- d) a letter from his/her university stating the internship is a part of the course requirement wherever applicable
- e) a copy of his/her school/university transcript whichever is applicable.
- f) Non-national will have to submit a medical certificate of good health indicating fitness to travel, and work in Bhutan.

The following procedure shall be adhered to for the selection of the intern:

- i. Upon receipt of the application the HRO will screen them for eligibility.
- ii. Eligible applications along with other documents will be shared with division heads, to determine requirements within the divisions.
- iii. If a division does require the services of the intern, the HRO will be informed via email after which the HRO will put up to the HR Committee for approval and endorsement.
- iv. Upon approval by the HR Committee, the concerned division will develop the TOR for the Intern. The division chief may seek an interview with the candidate before coming to a decision.
- v. The TOR will be emailed to the Intern for acceptance.
- vi. Upon acceptance of the TOR, the HR will then process with the MoLHR (along with the approval note and the TOR of the Intern) for the approval of work permit
- vii. Upon approval of the work permit, approval of visa will be sought from DoI, MoHCA.
- viii. Only upon receipt of work permit and the visa, the HRO will then inform the applicant on the acceptance of his/her application.
- ix. Upon acceptance the division chief will be the supervisor, and further correspondences can be done with her/him or a designated officer.
- x. The Secretariat Services Division shall be responsible for all logistical support including visa processing, accommodation, and etc.
- xi. For cases where there are numerous candidates the HR Committee will put in place a procedure which is fair and competitive.
- xii. Upon selection the intern will have to sign the GNH Commission 'Internship Contract'.

10. Roles and Responsibilities

I. Receiving offices and supervisors

The receiving divisions and supervisors shall:

- a) prepare terms of reference describing the tasks of interns in the offices;
- b) seek to ensure that an intern's assignment(s) is related to his/her field of study, meaningful for both the office and the intern, and at the appropriate level of complexity and variety;
- c) fulfill other responsibilities specified in the contract agreement for internship
- d) monitor and evaluate the interns performance

II. Intern Counterpart

The Supervisor will assign a counterpart, who shall:

- a) make interns aware of the policy and the procedures
- b) assist intern whenever required
- c) keep the intern abreast of the country's policies, laws, customs and traditions
- d) liaise on behalf of intern with other officers/offices

III. Interns

The intern shall fulfill all conditions laid out in the 'Internship Contract'

11. Orientation

Upon arrival, the HRO should:

- a) Organize an orientation programme for the intern, covering all divisions. This should not be more than two and half days.

12. Evaluation

Supervisors shall periodically monitor the interns. At the end of the internship the supervisor shall evaluate and provide feedback to the intern. Documented evaluations shall be done by the supervisor if required.