



Helen Keller International Internship Announcement

Knowledge Management and Learning Intern (Kathmandu, Nepal)

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 21 countries in Africa and Asia, as well as in the United States. Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases.

Each year, HKI hosts student interns to engage in substantive projects in our country and regional offices.

Background

Since establishing its Nepal office in 1989, HKI has provided technical assistance to government agencies and a large number of local non-governmental organizations (NGOs) in various regions of the country in order to provide vulnerable populations with critical nutrition and health services. HKI designs intervention strategies and builds health personnel capacity in technical areas such as vitamin A supplementation, homestead food production, nutrition education, school health, community-based rehabilitation of the blind and the elimination of trachoma. HKI also strengthens cross-cutting skills needed to implement programs effectively including monitoring and evaluation, financial management, behavior change communication, and community mobilization. HKI provides general oversight of project activities and forges links between the local NGOs and government agents at the district and village levels to build sustainability once HKI has withdrawn from the area. During its almost 30 years of working in Nepal, HKI has adhered closely to this development strategy.

Scope of Work

This internship will involve designing, describing and documenting in detail the Knowledge Management and Learning (KM&L) concept, process and system to be put in place. This internship will involve working with the HKI Nepal Country Office team to design and develop a Knowledge Management and Learning (KM & L) portfolio. Working across all program units and projects for inputs and for information collection, the intern will then work in close consultation with the monitoring and evaluation (M&E) and the management and information system (MIS) Managers, to design and develop an electronic system to collect and catalogue all HKI Nepal produced documents and materials (publications, reports, manuals, information, education and communication (IEC) materials, videos, policy documents, etc.) for easy access and learning purposes. The intern will then pre-test and subsequently roll out the system, including plans for learning and growth through orientation sessions in order to further the understanding of HKI Nepal staff on knowledge management and learning. The Intern will also describe and document the rationale, logic and the mechanism for the continuation of the developed KM&L

system. S/he will prepare power point presentations and the protocols that describe the documentation and learning process. The intern will also submit a report of the entire process.

Qualifications

- This position would be ideal for an MPH or Library Science student seeking hands-on experience in program implementation, knowledge management, training, and documentation.
- Highly computer literate. Experience with project documentation and knowledge management. Knowledge of graphic design a plus.
- Excellent oral and written English language skills, including the ability to clearly document work and write reports.
- Ability to, assume responsibility for work, and follow through to completion.
- Ability to work in challenging and changing environments

Terms & Conditions

- Full time for three months
- ***Costs associated with Country Office Internships are the full responsibility of the participating student, including airfare, housing, daily living expenses, etc.***
- HKI will assign a mentor to ensure the intern is provided with sufficient technical guidance.
- Administrative issues will also be supported by the in-country staff to welcome and support the intern with regards to logistics and to act as the local point of contact for all administrative information.

To Apply

Qualified candidates should submit a cover letter and resume to hki.interns@hki.org noting the internship title and location in the subject line. Applications will be accepted until the position is filled.

Helen Keller International is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.