**TITLE:** Communication and Documentation Intern

**PARTNER(S):** Centre for Microfinance (CMF)

**COUNTRY AND PLACE OF ASSIGNMENT:** Nepal, Bekh Marg, Bhrikuti Chowk, Saraswatinagar

**CONTRACT DURATION:** 12 weeks

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Centre for Microfinance (CMF) Nepal was established to strengthen the capacity of microfinance institutions and enable them to provide savings, credit, and other financial services to the poor, with women as a focal point. CMF runs a wide range of programs designed to meet the emerging needs of microfinance institutions and its members. It engages in training, technical assistance, advisory services, research, knowledge management, policy advocacy, publication and documentation, dissemination of best practices, and networking among its shareholders, strategic, and associate members in partnership with national and international development organizations to promote and strengthen the microfinance sector.

**RESPONSIBILITIES:**

- Support for updating websites, Twitter, Instagram and Facebook accounts;
- Support in producing quality reports and editing proposals;
- Assist in online data collection and compilation from the periodic reports of MFIs under the supervision of CMF team;
| Support in preparing documentation; |
| Assist in the development of questionnaires under the guidance and supervision of CMF team; |
| Include women and youth in all activities; |
| Prepare reports required by Uniterra and partner organization. |

**QUALIFICATIONS:**

- Experience in preparing reports and in communication-related work;
- Self-directed, flexible, resourceful, able to find solutions to challenges;
- Able to work in cross-cultural environments.