

## **Intern - Program Coordination**

Bytes for All, Pakistan is looking for a Program Coordination Intern to work at its Islamabad Office for six months.

### **What we do:**

Bytes for All (B4A), Pakistan is a human rights organization and a research think tank with a focus on Information and Communication Technologies (ICTs). We promote the use of technology for sustainable development, democracy and social justice. For more information, please visit [www.bytesforall.pk](http://www.bytesforall.pk).

### **Job Description:**

#### **1) Basic function of the position**

The Program Coordination Intern will support the program team in coordination and logistics for smooth project implementation.

#### **2) Major duties and responsibilities**

- Assist program manager in smooth project implementation;
- Assist program team in training activities;
- Coordinate follow up with the trainees;
- Assist program manager in logistical arrangements as an interface with finance and operations team;
- Archive and retrieve data when required for Monitoring and Evaluation plans or any other monthly or quarterly reporting required;
- Any other tasks as assigned by the Country Director.

### **Qualification:**

- At least a Bachelor's degree in Social Sciences, Public Administration, Communications, Journalism, Public Relations or related field. Relaxation can be given in specific cases such as candidates with exceptional coordination skills or those who are in their final semesters.
- Good written and verbal English and Urdu language skills;
- Good critical thinking skills and the ability to exercise good judgment;
- Good understanding of ICTs and technology assisted work environment.

### **What we offer:**

- It is a paid internship - remuneration as per organization's policy;
- Opportunities to learn about cyberspace, technology and human rights issues;
- Opportunities to grow in the organization based on the performance; and
- A fun and relaxed work environment.

If this opportunity description interests you and fits your profile, consider sending us your CV, along with a short note explaining why you are a good match for the position. E-mail us [hr@bytesforall.pk](mailto:hr@bytesforall.pk) before April 13, 2018. Please make sure to mention that you are applying for the "Intern - Program Coordination" position in the subject line.

As per the Equality Policy at Bytes for All, we have to give preference to the candidates from religious and sexual minority communities for all the positions.