



RESPONSIBILITIES

RECRUITMENT, LOCATING AND CONTRACTING:

- Human Resources (HR) under the Administration Division

MONITORING AND COACHING

- Assigned Advisor from hosting Division/OC.

KEY ACTIVITIES FOR HR

- Updates MRC's website on internship opportunities.
- Makes annual recruitment announcements.
- Coordinates with Division/OC to allocate interns' applications and selections.
- Manages interns' contracts (Special Agreement)
- Keeps proper filing of the Interns.

KEY ACTIVITIES FOR DIVISION/OC

- Assign intern Advisor to assign work and coach the selected intern/s.
- Develop a TOR for the Intern,
- Support the intern to complete his or her learning objective/s.

TIME FRAME

- **Internship period:** 4-6 months internship with no extension.
- **Recruitment time:** October and January each year.

MRC'S FINANCIAL AND

ADMINISTRATIVE SUPPORTS

- **Resident intern:** USD150/month for monthly stipend.
- **Non-resident, riparian** (Cambodian, Lao, Thai and Vietnamese) interns: USD250/month for monthly stipend.
- **International intern:** no stipend or financial support provided.
- **Multiple entry visa:** Selected international interns who stay for more than 4- month, depending on the assigned duty station (Laos or Cambodia), can be supported with multiple entry visa, for the internship period.
- **Work related travel:** will be covered by the MRCs, subject to budget availability.

CONTACT PERSON AT MRCS:

Mrs. Bounthanome Mixap
Human Resources Officer
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TEMPLATES TO BE USED

- IG – 01 Internship Application Form.
- IG – 02 Intern's Letter of Indemnity.
- IG – 03 Internship Learning Report

INTERNSHIP GUIDELINE

PURPOSE OF THE INTERSHIP GUIDELINE

This Guideline provides the instructions and regulations for effective recruitment, placement and management of interns at the MRC Secretariat.

LOCATIONS FOR THE INTERNSHIP

- The MRC Secretariat Office in Vientiane, Lao PDR, and
- The Regional Flood and Drought Management Centre – RFDMC - in Phnom Penh, Cambodia (see the MRC Secretariat Organizational Structure for more information at <http://www.mrcmekong.org/about-mrc/governance-and-organisational-structure/>)

ELIGIBILITY

- Student/fellow who:
 - Going to graduate or just graduates from universities or academic institutions;
 - Has good English language skills;
 - Has internship proposal that shows a clear learning objective that is relevant to the MRC;
 - Both international and riparian candidates are eligible to apply.

RECRUITMENT PROCESS

Posting of Announcement in the MRC's Website	Deadline for Applications	Internship period
October	December 30 th	January – June
January	March 30 th	April – October

Applicants submit to the MRCS through mrcshr@mrcmekong.org (a) a cover letter of application, (b) updated resume, (c) IG-01 Internship application form, and (d) a letter of reference from the university/institute.

APPROVAL PROCESS

- HR will review the applications, coordinate with the Divisions/OC for the selection of the applicants.
- HR will announce to the selected applicants within 2 weeks after the MRCS received the application.
- The successful candidate submits required documents to HR i.e.:
 - Copy of ID card or passport as appropriate;
 - Proof of medical insurance cover;
 - Signed Letter of Indemnity;
 - Learning objective and action plan for the internship period (draft IG-03 Internship Learning Report)

DIVISION/OC

- Assign a learning Advisor to assign tasks and coach the Intern during the internship period.
- Develop a terms of reference (TOR) for the selected Intern's assignment;
- The Advisor supports the Intern to achieve his or her learning objective/s at the MRCS,
- The Division/OC's Administrative Assistant is to make sure the Intern returns all the MRCS equipment, assets, reports and documents that the intern used during the internship period, and that all pending payments are cleared.

IMPORTANT NOTICES

- **Staff status:** Interns are not considered as the MRCs staff.
- **Working hours:** Interns are expected to work five days per week from 8.00 a.m. – 4.30 p.m.
- **Health insurance:** All interns must provide proof of health insurance coverage and are responsible for their own health related costs during the internship period.
- **Employment:** There are no expectations of employment at the end of the internship.
- **Data access:** Intern need to obtain written approval from Division Director to access to the MRC's data and information and no official email is provided to the intern.
- **Logistics:** interns are responsible for the arrangement of their own accommodation and travel to and from the MRCs's place of assignment (Vientiane, Lao PDR or Phnom Penh, Cambodia).
- **Holiday and leave:** Intern are entitled to the MRC Holidays, one (1) day per month annual leave and one (1) day per month sick leave. If extended sick leave is required due to serious health condition, and has doctor certification and associated medical documents, the Intern will obtain approval from the Division Director or Chief Officer for the extended sick leave period.
- **Conditions governing the MRC Internship Programme:** selected Intern must sign and submit to the MRCS a signed IG-02 Letter of Indemnity as an agreement to the internship.
- **Other costs:** Interns are responsible for all costs that arise from accident or illness during the internship period.