INTERNERSHIP GUIDELINE

PURPOSE OF THE INTERNSHIP GUIDELINE

This Guideline provides 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

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 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 the 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 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: Interns are entitled to 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.