



INTERNSHIP OFFER

Human Resource Management Intern / Volunteer

Pardada Pardadi Educational Society (PPES)
Anupshahar, Bulandshahar District, Uttar Pradesh, India

Activities: NGO/Development Sector (Human Resource Management)

Duration: At least 6 months (preference for a year commitment), flexible starting and ending dates.

Gratification: Unpaid internship. Accommodation and food are provided by PPES.

Pardada Pardadi Educational Society (PPES)

PPES is a local non-governmental organization (NGO) based in Anupshahar *tehsil*, Bulandshahar district, Uttar Pradesh, India. It is meant to create a **model of durable rural development of the *tehsil* through women education and empowerment.**

Our model of rural development focuses on **3 initiatives**, all of them **linked to gender empowerment and leading to development:**

- **Value-Based Education:** Beyond hosting more than 1200 girls in our four free schools, PPES provides them with scholarships for higher education and job trainings. The students are encouraged to come to school by receiving 3 free meals a day, books, uniforms, bicycles, and 10 rupees / day on a bank account they can access after graduation.
- **Livelihood Opportunities:** Every woman can work at the production department of PPES (sanitary napkins, suit bags and home furnishing), become member of our Self-Help Group Program or be trained to join other programs such as our call center.
- **Health and Hygiene Program:** We bring access to health and hygiene at our schools thanks to the health center and basic hygiene awareness classes and practices, but also in the villages with the installation of community toilets and our Solar Lantern Initiative (to reduce illnesses due to fumes). The Livelihoods Division of PPES, which created Self-Help Groups for women, also conducts a Health, Hygiene and Sanitation Program in the villages.

The women's knowledge and skills that are transmitted to younger generations, job creation and improvement of health and hygiene are the first step towards the development of the villages of Anupshahar area. Our action galvanizes the economy and community of the region, and women's empowerment it generates allows them to take a stand in the currently very patriarchal society.

Work Description

The intern will work in Anupshahar and Delhi (head office of PPES). The time commitment for working in each place will be discussed prior to the intern's arrival in the organization.

Since PPES is a growing organization, we need to develop and refine our human resources policies. This includes:



- Defining criteria of recruitment of applicants during the recruitment process.
- Finding the best recruitment networks and working with them.
- Creating more precise job description documents.
- Creating documents for systems and procedures.
- Creating policy manuals.
- Improving the organization's leadership and culture.

Profile

The biggest part of the job depends on the intern's **motivation**, of her/his **dedication** to PPES projects, of her/his **enthusiasm** and **will** to work in the field of development and for disadvantaged communities, which implies to **take hardship**, to **take on challenges**, to **be innovative and creative**. The intern will have to show **passion**.

Skills and competence:

- **Fluency in written and spoken English** essential.
- Spoken Hindi an asset.
- **Post-graduation in Human Resource Management** or any other related field.
- Experience in Human Resource Management, an asset.
- **Good knowledge of Microsoft Office applications** (especially Microsoft Word, Excel and Powerpoint), **Internet**.
- **Good interpersonal and communication skills** essential.
- **Flexibility** essential.
- **Strong documentation and facilitation skills**.
- Proven ability to lead, manage and work effectively with others to achieve results.
- **Adjustment capability** (culture and living conditions).
- **Capability to live in a rural area** (remote area).
- Knowledge and/or experience of working with a grassroots organization.
- Demonstrable knowledge and experience of gender, diversity and development issues.

NB: Pardada Pardadi is an upcoming organization. The above mentioned candidate will have lots of opportunities to interact with various organizations and persons from different parts of the world. It will be an extremely good experience to learn on the job. It will also give great amount of satisfaction as she/he will see change happening in lives of girls and women in the rural community.

Application

If you are interested, please send you CV/resume and a cover letter, both in English, to: volunteers@pardadapardadi.org

If you have any question, please feel free to contact us.