

# **Application Call**

## **National Democratic Institute**

### **(Internship Program - National Assembly of Armenia)**

#### **Objective of the Program:**

To increase the exposure of young Armenian professionals to the work of the National Assembly

#### **Internship Program Overview**

In cooperation with the National Assembly of the Republic of Armenia, the National Democratic Institute for International Affairs (NDI) Armenia is implementing a ten-month full time internship program. Facilitated by NDI Armenia under *Strengthening Electoral Processes and Political Accountability in Armenia Program* (SEPPA), the intern program will support the deputies, parliamentary factions, standing committees and National Assembly staff. NDI will work closely with the interns through a full-time IPNA coordinator to monitor their work, provide guidance and assistance as well as work closely with their assigned supervisors from the National Assembly. The Internship Program at the National Assembly is an unpaid position. However, the selected participants will receive a modest monthly stipend during the period of the internship.

#### **Duties and Responsibilities**

Throughout the internship program, tasks and responsibilities will be assigned by the direct supervisor and may include, but are not limited to; media analysis and research, drafting and preparing briefing materials and documents, arranging, attending and taking minutes of meetings and other responsibilities as assigned.

The interns will be expected to complete the orientation training organized by NDI, submit weekly reports to IPNA coordinator, attend meetings/ trainings/sessions organized or assigned by NDI or the supervisor.

## **Who is Eligible?**

- Bachelor degree (preferably in Law, IR, Political Science, Economics, as well as other professions demanded by the parliamentary work)
- Demonstrated interest in public policy and government affairs
- Strong understanding of Microsoft Office Suite: Word, Excel, PowerPoint
- Excellent verbal and communication skills
- Strong organizational and analytical skills
- Professional proficiency in Armenian and English
- Eligibility to work in the Republic of Armenia

## **Key Success Factors**

Key success factors for this role include being detail-oriented and have excellent editing, organizational and writing skills. A successful candidate should be flexible, responsive and have the ability to work under pressure both independently and collaboratively. As such, the candidate should have a strong team orientation, excellent interpersonal skills, good time management, analytical skills, flexibility to adjust to a new environment, and problem solving skills.

**Upon the completion of the program, the interns will be issued certificates**

## **Application Deadline:**

**Interested candidates must fill the application [form](#) no later than Sunday, January 17th, 2021. This is a firm deadline and only short-listed candidates will be contacted for an interview.**

## **About NDI**

NDI is a nonprofit, nonpartisan, nongovernmental organization that has supported democratic institutions and practices in every region of the world. Since 2018, NDI Armenia has been working closely with parties, parliamentary factions, and civil society partners to strengthen democratic institutions in Armenia.

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## **Frequently Asked Questions**

Q. Is this a paid position?

A. The Internship Program at the National Assembly is an unpaid position. However, the selected participants will receive a modest monthly stipend during the period of the internship.

Q. Is this a full time position?

A. Yes, this is a full time position and working hours are from 9 am to 6 pm.

Q. How long does the internship program run for?

A. The program runs for ten months.

Q. Can I combine my work/studies with this internship?

A. You can combine as long as it allows you to fully commit to the requirements of the IPNA program.

Q. Can I select the placement of the internship or/and my direct supervisor? A. No. After successful completion of the orientation session, interns will be placed based on their professional and educational background, as well as the needs of the National Assembly of RA.

Q. How many interns will be accepted as part of the IPNA program?

A. Depending on the applications received, the IPNA program will recruit up to 22 interns.

Q. What is the starting date for the internship?

A. Successful candidates should be prepared to commence their internships by mid February, 2021.