

# CALL FOR INTERNSHIP

**Development Initiative for Social Advancement (DISA)** is a registered non Govt. organization working on various development issues in Bangladesh since 1993. DISA's main working fields are Microfinance, General & Technical Education, Library & Information, Health Services, Agriculture, Fisheries & Livestock Development, Adolescents Empowerment, Skill human resource producing etc. DISA is working in partnership with National & International donor agencies, Government's relevant departments, Public & Private Banks including financial institutions and other development organizations. DISA has around 800 staff.

With a view to enhancement of knowledge & professional skill of the University Students at home & abroad, the authority of the organization has decided to offer Internship opportunity. Minimum 3 from each following areas and total 10 students will be finally selected for internship at DISA in 2017.

## Following are the Main Areas of Internship:

1. Microfinance for the poor people in Rural & Urban areas to contribute in the poverty reduction.
2. Information & Library Management.
3. Livestock & Milk processing towards nutritious value addition & poverty reduction.

**Internship duration:** Three (3) months full time office hours.

**Some of Prospective Fields for Internship:** Organizational Development, Human Resource Development, Microcredit for Urban & Rural People, Entrepreneurship Development, Risk Management, Family Development towards Poverty Reduction, Agricultural Value Chain, Community Based Information & Library Services, Milk Products & Marketing, Socio-economic Empowerment of Women, Adolescents Empowerment etc.

## Who can apply:

Students of Honors Final Year & Masters Program at Public & Private University relevant to the respective areas/ fields of internship are eligible for applying.

## Benefits for Internees:

- Monthly remuneration Tk.5,000/- (Five thousand only).
- Travelling & Daily allowances actual will be provided.
- Having Experience Certificate on official letterhead pad of the organization.
- Getting Supports with documents for academic purposes in respect of internship completion.

## Application Submission with Documents:

- Request letter to be addressed to **The Chief Executive** of DISA.
- Signed Curriculum Vitae with a color photograph.
- Copy of National ID & Student ID card attested by the Head of Concern Department.
- All academic Certificates attested by the Head of Concern Department.
- Recommendation Letter from the Head of Concern Department at the Respective University.
- Self Statement on competency to be eligible for internship at DISA. (Not more than One Page)

## Selection Process:

- Candidates will be selected maintaining official procedure.
- The Management of internship program may call for interview to the candidates for final selection.
- Finally selected candidates for internship will be informed by issuing an official letter.

**Sending Application:** Hard copy or Scan copy of all documents to be sent to the address below;

- **Internship Program**, E/10 Pallabi Extension, Mirpur-11 ½, Dhaka-1216
- Email: [shahid@disabd.org](mailto:shahid@disabd.org) / [khaer@disabd.org](mailto:khaer@disabd.org)

## Contact Person

Md. Abul Khaer (Program Coordinator)  
Training & Communication, DISA.

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