



Celebrating 20 years of PPAF
Passion, Knowledge, Action

PPAF SUMMER INTERNSHIP PROGRAMME

**You are the student
of today and the
leader of tomorrow
– Join PPAF to
explore your inner
potential to
become a future
leader**

1. Overview – This internship opportunity is aimed at providing local and international undergraduate students with relevant exposure to PPAF's interventions in its varied areas of work. The duration is two weeks in total and involves an orientation and familiarisation with the organisation's many units, as well as travel to field locations to observe the opportunities, challenges and possibilities of working for Pakistan's poor communities. Interns are given the opportunity to express their particular areas of interest in PPAF's work so that their learning objectives may be designed accordingly. The internship will partially cover intern expenses. PPAF reserves the right to modify any terms and conditions of the programme. Candidate selection is entirely the PPAF's prerogative.

2. Acceptance of Internship Offer – An applicant receives the terms and conditions acceptance form after submission of the documents:

- Current Curriculum Vitae (CV) – in Word/Acrobat version.
- Completed Application Form.

3. Programme Features –

- The internship duration is for two weeks, based in Islamabad and involves travel to field locations to PPAF's project areas, accompanied by PPAF staff.
- Internships are full-time (5 days per week) and may require work or travel on weekends and holidays.
- Field visits will be carried out in accordance to the security situation in Pakistan at the time. If PPAF cannot arrange for secure travel due to external circumstances, it reserves the right to modify the programme's learning content accordingly. Interns are obliged to strictly follow PPAF guidelines regarding travel to these locations. Group supervisors (unit representatives) have the right to guide and maintain discipline in the field.
- Lodging if any in field, transport costs to the field is covered and/or arranged by the PPAF (itself or through a Partner Organization).
- Interns will be expected to make their own living arrangements in Islamabad. Interns without living arrangements in Islamabad can avail shared room (same gender) arrangements made by the PPAF on request only, the cost of which will be borne by PPAF.
- Interns will be provided a certificate of completion at the end of their tenure at PPAF when all other programme objectives (attendance, participation and a submission of learning objectives as directed by programme coordinator) are adequately met.
- The intern warrants that any and all information, statements and representations made by the intern to PPAF under this agreement (and whether contained in the application form or otherwise) will be accurate, correct, true, complete and not misleading or deceptive or likely to mislead or deceive.
- All materials produced or acquired under the terms of this Agreement written, graphic, film, or otherwise, shall remain the property of the Pakistan Poverty Alleviation Fund. The Pakistan Poverty Alleviation Fund retains the exclusive right to publish or disseminate reports arising from such materials. The rights and duties provided for in this paragraph shall continue, notwithstanding to the termination of this Agreement or the execution of its other provisions.

Terms & Conditions



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The interns must:

- Respond to all communication from PPAF within a reasonable time and follow deadlines pertaining to the submission of documents.
- Attend all activities, whether Islamabad or field based & be responsible for his/her own possessions.
- Not take unreasonable risk in travelling alone (without the group) or without referring to programme coordinators/unit supervisors, whether in Islamabad or outside.
- Attend the offices of PPAF in relation to the internship in accordance with and at the times and days as directed and comply with all rules, policies, instructions and requirements of the organisation.
- Maintain and uphold discipline and respect the customs of the field areas visited.
- The intern will perform the duties outlined in the internship schedule (to be provided to the intern) a high standard and with all due skill, care and attention with regard to the level of the knowledge, experience or education the intern possesses.

The following costs are to be covered by the intern in his/her private capacity:

- Payment of all airfare costs to, from and within Pakistan.
- All health and medical expenses.
- Payment of food, transport and miscellaneous items while in Islamabad.

PPAF reserves the right to change, modify, and amend any term or conditions of the internship programme without prior notice or intimation.

I have read and understood the terms and conditions listed above and agree to their application.

Name (Typed Signature)

DD/MM/YY

CNIC Number*

* In case the applicant is below the age of 18, please also provide the following undertaking by your parent(s)/guardian complete with signature:

Mr./Ms./Name (Title & Typed Signature)

DD/MM/YY

CNIC Number

Contact Number

Permanent Address