



TRANSPARENCY INTERNATIONAL BANGLADESH

www.ti-bangladesh.org

Internship Policy

I. Introduction

1. **Transparency International Bangladesh** (hereinafter “TIB”) is an independent, non-government, non-partisan and non-profit organization with a *vision* of Bangladesh in which government, politics, business, civil society and the daily lives of the people shall be free from corruption.
2. In the context of the international movement against corruption, TIB is the national chapter in Bangladesh of the Berlin-based Transparency International (TI), and accordingly, TIB partners and cooperates with TI and its chapters worldwide.
3. TIB is committed to *values* of democracy, justice, rule of law, transparency, accountability, integrity and impartiality.
4. TIB’s *mission* is to catalyze and strengthen a participatory social movement to promote and develop institutions, laws and practices for combating corruption in Bangladesh and establishing an efficient and transparent system of governance, politics and business.

II. TIB Internship

5. TIB’s Internship program is aimed at facilitating exposure, awareness and sensitization of the Interns to the key issues and challenges in the areas of TIB’s work, and to TIB’s approach and programs in addressing the same. TIB Internship is also designed as a learning opportunity for would-be professionals on specific aspects of TIB’s on-going activities such as research, grassroots level citizens engagement, advocacy & campaign and organizational effectiveness.

III. TIB Intern

6. A learner – usually a student - who is granted an affiliation with TIB for hands-on experience of work for a limited period with no salaries or benefits other than the allowance indicated hereinafter is called TIB Intern. The Internship in TIB may or may not be related to a Degree program that the Intern may be enrolled in at the time of Internship.

IV. Qualification

7. Students enrolled in final year Masters or equivalent level or post-Masters studies in a recognized university, or who have finished such studies but are not currently employed in a full-time job, may apply directly or through appropriate authority of the University for a position of Internship in TIB. Candidates must be within the age limit of 27 years and should have good academic record – at least one first division/class or equivalent results and no third division or class throughout academic career. Good knowledge of problems of governance in Bangladesh, communication skill in both Bangla and English and computer literacy would be of advantage.

V. Application & Selection Process

8. A substantive application should be submitted to the Executive Director providing a) the reason(s) for choosing TIB for Internship, b) specific subject/area of research, civic engagement or

advocacy in which the applicant is willing to work in TIB, c) in what ways the applicant expects to benefit from the internship, and d) how s/he expects her internship to add value, if any, to TIB's work.

9. The application should be attached with full curriculum vitae, two passport size photographs, and names and contact addresses of at least two referees.

10. The position of Internship in TIB is offered only after satisfactory evaluation of the applicant's qualification, potential and interest. The applicants are normally interviewed before the offer is made. TIB's judgment and decision are final in this regard.

11. Requests for intern(s) may come from Line Managers for specific assignments in various divisions/units of TIB as and when necessary, in which case the HR Unit will take appropriate steps to recruit suitable Intern(s) in conformity with the recruitment policy of TIB.

VI. Non-resident Bangladeshis and Foreign Nationals

12. Bangladeshi nationals staying out of the country and foreign nationals fulfilling the above requirements are also eligible to apply for internship. The same selection procedure will be applicable for foreign nationals as in case of Bangladeshis. TIB will take no responsibility to arrange visa, travel, accommodation, or any other logistics, which will be the intern's own responsibility. However, TIB may issue a letter testifying the Intern's status with TIB.

VII. Terms of Contract

13. Once a candidate is selected for internship and the Intern reports to TIB to commence the internship, a letter of contract signed by an authorized official of TIB will be countersigned by the Intern, implying that the terms and conditions detailed herein will be applicable. In addition, specific job description and other terms, if any, that may be applicable on a case by case basis will be separately provided in the letter of contract or as attachment to the same. The Intern shall carry out such duties and responsibilities as are specified in the Internship contract. S/he will also be agreeable to discharge any other related responsibilities as may be assigned by the appropriate authority of TIB. Subject to the approval of the management Interns may also take part in regular in-house and public activities organized by TIB during the tenure of internship.

VII. Tenure

14. The tenure of TIB Internship is normally 8-10 weeks, extendable only in exceptional cases for upto 6 months subject to the discretion of the TIB authority.

IX. Supervision

15. The Intern will work under the supervision of a senior member of the TIB staff who will be regarded as the Intern's Line Manager, and to whom the Intern will report.

X. Preliminary Evaluation

16. TIB Internship is provisionally offered for a period of two weeks on the basis of evaluation of which the offer is confirmed for the full tenure. If the authority is not satisfied with the performance of the incumbent during the probation period the provisional offer may be annulled.

XI. Reporting, Evaluation & Certificate

17. At the conclusion of the internship the Intern shall be under obligation to make an in-house oral presentation followed by a detailed written report to TIB narrating and analyzing the outcome of the internship. The scope and content of such presentation and the report will depend on the nature of the

assigned task under the internship and shall be developed subject to consultation with the Intern's Supervisor. On the basis of the report and overall evaluation of the Intern's work during the tenure of internship, TIB will issue a Certificate to the Intern indicating quality of performance.

XII. Honorarium/Allowance

18. Interns are not entitled to salaries and benefits. However, upto Tk. 5,000.00 will be paid as gross monthly allowance to cover conveyance and incidental expenses. If in connection with the given assignment field visits are required, the cost of travel and accommodation will be covered on actual basis and in accord with relevant rules of TIB. The amount of monthly honorarium may vary depending on placement and may be reviewed by the TIB authority from time to time. Provision of honorarium and/or travel and accommodation allowance shall not be applicable for Non-resident Bangladeshis and foreign nationals except under special circumstances to be approved on a case by case basis.

XIII. Placement, working hour & leave

19. The place of Internship will be normally at the TIB head office in Dhaka or any of its project areas outside Dhaka. Working hour, leave and holidays for the Intern shall be the same as for TIB staff.

XIV. TIB Values & Code of Ethics

20. Acceptance of a TIB Internship means that the Intern commits to respect and uphold the values, vision and mission of TIB stated above, and to follow the TIB Code of Ethics, which can be viewed in www.ti-bangladesh.org.

XV. Termination

21. Both parties - TIB and the Intern - may terminate the Internship contract by providing 7 day's notice. However, TIB will have the right to terminate the Internship without any notice period if the Intern has violated TIB Code of Ethics; or has been: a) convicted of any offence involving moral turpitude, or b) found guilty of any other misconduct.

XVI. Office & Related Facilities

22. To the extent possible, TIB will try, but does not guarantee, to provide logistic support such as workstation, telephone and internet use, supply of stationery and other facilities, that may be required for proper discharge of assigned tasks by the Intern.

XVII. Status and Future Prospects in TIB

23. Nothing in these terms shall imply an employer-employee relationship between TIB and the Intern, who shall, throughout the duration of the internship, be deemed to be entitled to no staff status, payments or benefits other than those specified in this document.

24. In case vacancies are created for regular appointment, and subject to fulfillment of necessary qualification and experiences, Interns will be eligible to apply for TIB jobs during the Internship period or thereafter. However, such applications will be treated at par with other qualified applicants for the same position, and the Internship would not automatically justify any priority.
