



ལོད་ལྷན་གཞི་ཚོགས་ལ།
Loden Foundation

Thimphu Bhutan | P.O. Box. 131
Tele: +975-77195599 / +975-77195588
Email: info@loden.org
Social Media: @lodenfoundation
www.loden.org

Terms of Reference for Programme Assistant Internship

Duration: One month

Programme: Loden Entrepreneurship Programme

- Assist the Programme Officer in daily activities related to the Entrepreneurship Programme.
- Support data management, including collecting, organising, and analysing programme-related data.
- Assist in preparing programme reports, presentations, and other documentation.
- Efficiently manage programme-related data and documents with Google Sheets and Google Docs.
- Conduct research and gather information on entrepreneurship-related topics as assigned.
- Help organise and coordinate programme events.
- Collaborate with the team to ensure effective programme implementation and smooth workflow.
- Possess strong English language skills for effective written and verbal communication.
- Demonstrate soft skills, including interpersonal, organisational, and problem-solving abilities.
- Uphold the organisation's policies, guidelines, and values during the internship period.

Note

1. As an intern, one may/may not receive stipend for the internship duration. Solid references and a certificate will be provided depending on the work performed.
2. Currently enrolled in a degree programme or recent graduates within the past year.
3. Proficient in conducting research and data analysis.
4. The Programme Assistant Intern will report directly to the Programme Officer and receive guidance and support throughout the internship.



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Terms of Reference for Programme Assistant Internship

Duration: One month

Programme: Loden Education Programme

- Support the Programme Officer in daily activities related to the Education Programme.
- Assist in managing and organising program data, including student records, evaluations, and assessments.
- Help prepare program reports, progress updates, and other program-related documentation.
- Proficiently utilise Google Sheets and Google Docs for efficient data management and document processing.
- Research education-related topics as assigned and compile information for the program.
- Assist in planning and coordinating educational events, workshops, and training sessions.
- Work collaboratively with the program team to ensure successful implementation and smooth operations.
- Maintain regular communication with program stakeholders, participants, and partners.
- Possess strong English language skills for effective written and verbal communication.
- Demonstrate soft skills, including interpersonal, organisational, and problem-solving abilities.
- Uphold the organisation's policies, guidelines, and values during the internship period.

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