

**STUDENTS INTERNSHIP PROGRAM ON DISASTER MANAGEMENT UNDER
DDMA, CACHAR, SILCHAR.**

ABOUT PROGRAM

DDMA wants to start internship programme on & from 2016 (academic year) with the idea of inviting students, the leaders of the future, to the grassroots reality of the humanitarian sector mitigation issues. By working with the policy makers at the district level, Various Departments officials, practitioners, partners and critics involved in the humanitarian sector in Barak Valley, students become aware of the main challenges it faces today. They become committed to the work field and learn to combine their academic skills and knowledge with practical implementation.

The benefits of the programme are extensive; excellent students from different parts of the Barak Valley with a wide range of skills help to create a multicultural environment, in which people are encouraged to think beyond conventional boundaries and synergy is created. DDMA's team members and trainees work together closely and learn from each other on both a professional and personal level.

To date, 11 nos. of students from Assam University, Department of Social Work's has completed their Internship under DDMA, Cachar and support DDMA in a wide variety of ways. Trainees participate in various activities including research, developing training modules, methodology and different kinds of fieldwork. When matching the trainees' skills, knowledge and wishes with one or more of DDMA's projects, we make it a priority that the trainee is satisfied with his work, at the same time as contributing to the development of the organization. During the internship, student receives extensive support and feedback from their coordinator and team members on a regular basis.

PREFERRED QUALIFICATION

Graduate/post graduate students from College/University/Institutions of any stream.

For academic internship, applicant must be a current student and either able to receive academic credit or able to provide an official letter from the school stating that the internship contributes to intern's education.

REQUIREMENTS

Familiarity/experience/Interest working in Rural Development, Policy Advocacy, Risk Reduction for Poor and vulnerable communities Strong research skills. Fluency in English (required) and Bengali (preferred) Excellent written and Communication skills. Computer skills including word processing (Microsoft Word), spreadsheets (Excel); Power points, familiarity with database design and management. Statistical skills using SPSS, STATA preferred (Project Based). Ability to work both independently and as part of a team

COST

The intern will be expected to cover housing and living expenses in Base Locations. Travel and expenses during field visits will be borne by DDMA whenever required subject to the approval of the competent authority and depends on the fund availability.

HOW TO APPLY

If you feel you would be a good fit for an internship with us, please submit an application through by [Download Application Form](#) from the DDMA website and District NIC Website & send it to below mentioned address. Only applications that include all of the following items will be considered Resume or CV Cover letter specifying which volunteer/intern opportunity you are interested in, why you are a good fit for the position, and start/end dates of estimated availability. Other Documents mentioned in Form Due to the large number of applicants, only those considered for an interview will be contacted. Thank you for your interest in DDMA.

CAMPUS SELECTION

DDMA will also initiate to build partnerships with Universities/Colleges/Institutions to enroll the best students. For campus engagements write us at Email: ddmacachar@gmail.com.

Address for Communication:

*District Disaster Management Authority,
O/O The Deputy Commissioner,
(District Emergency Operation Centre)
Near Settlement Office Campus, Capt.
N. M. Gupta Road, Cachar, Silchar.
Phone No. 03842-239249/1077 (Toll Free)
Email: ddmacachar@gmail.com
Website: www.ddmacachar.com*