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BHUTAN OLYMPIC COMMITTEE



Terms of Reference

Post Title: Media Intern

Duration: 1 year

Work station: Bhutan Olympic Committee
Changlingmethang
Thimphu

Qualifications:

The candidate for the internship programme will be selected on a competitive basis. Candidates may apply before/after completion of their undergraduate studies but the following minimum qualifications are required by the internship start date:

- Active enrollment in grad school or graduate(s) in relevant fields
- Digital Marketing
- Portfolio in graphic design, videography or related fields
- Excellent knowledge of English with fluency in speaking, reading and writing
- Strong interest in working in the Sports sector, particularly gender equality and athlete development
- General IT competence and command of main office software programmes
- Internet communication and searching skills
- Social media skills
- Willingness to work in a multi-tasking environment and flexi hours
- strong team working capacity
- Creativity
- Interest in research

Financial Aspects

The Bhutan Olympic Committee does will remunerate the intern with a monthly allowance of Nu.5000 to cover expense for transportation and communication. Interns will not be entitled to any compensation for arrangements such as accommodation, life insurance and others not listed above. Interns is not entitled for emoluments from the BOC.

Terms of Appointment

Duration of the internship is 1 year. Participating intern is required to work towards accomplishment of the given task and is not required to work fulltime office hours. Intern(s) can apply for interviews or research work outside of the internship program provided the task assigned is completed.



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Duty Station

Flexible: the intern may work remotely and submit work via email. However, when situation arises intern must report to the office of the BOC as required.

To apply, students interested in the internship programme should submit:

- A brief application letter indicating their areas of interest
- Proof of continuing studies (i.e. a letter of confirmation from the university)
- A Curriculum Vitae (CV)
- A poster/info-graphics designed by the applicant(s)
- A video clip designed by the applicant(s)
- A short essay in English (150-250 words) outlining their reasons for taking up the internship
- Internship can be applied individually or in a group of 2 to 3

Interested students should email, fax or post their application to the following address latest by 23rd June, 2021

Ms. Tshering Dema
Member Secretary
Women and Sports Committee
Changlingmethnag, Thimphu

E-mail: tsheringdeeboc@gmail.com
Contact no# +975 77260764