

Open call for Junior Fellows at Sumana Shrestha Secretariat

Job Type: 14 hours/week (*best suited for students and recent graduates with 0-2 years of experience*). A small stipend will be provided.

Duration: This is a year-long fellowship. Fellows will work as Junior Fellows for the first six months of the fellowship and depending on their progress, they will be promoted to Senior Fellows.

Location: Remote work with weekly physical meetings, Kathmandu, Nepal

Application Form: <https://forms.gle/SiWpadx1Uq7aNioW9>

Fellowship openings:

1. Technology Policy Fellow
2. Diaspora Policy Strategies Fellow
3. Public Governance and e-Governance Policy Fellow
4. Accountability Policy Fellow
5. Digital Communications and Public Relations Management Fellow [incl. Podcast]*
6. Nepal's Feminist Political History Storytelling Fellow [Podcast]*
7. Summer Internships (Three months)

***open for photographers, videographers, graphic designers, creative directors, podcast production companies who would be interested in supporting**

Responsibilities:

- **Research and Problem-solving:**
 - (a) Conduct research on the specific areas of the fellowship, identifying relevant areas, and intersections in fields (which may include education, employment, relevant laws, gaps in policies, opportunities for foreign investments, and other relevant areas.)
 - (b) Identify key trends and patterns in the sectors and research international benchmarks
- **Stakeholder consultations:**
Organize stakeholder consultations and meetings with relevant people, including government officials, civil society organizations, and industry leaders.
- **Involvement in policy-writing:**
Assist in drafting legislation related to the field.
- **Advocacy:**
Develop and implement advocacy strategies to inform the public about your findings

What we look for:

- Students with knowledge in relevant fields such as international relations, public policy, computer science, development studies, etc.
- Research and analytical skills with the ability to synthesize complex information and present findings in a clear and concise manner.
- Organizational skills with the ability to handle multiple tasks and priorities in a fast-paced environment.

- Excellent written and oral communication skills
- Fluency in English and Nepali, both written and spoken.
- Proficiency in Microsoft Office Suite and research tools.
- Self-awareness, growth-mindset and ability to learn quickly.

Benefits:

- Orientation program includes extensive research trainings.
- Bi-weekly interaction with experts in relevant fields which allows fellows to expand their networks.
- Opportunity to gain valuable skills and knowledge related to policy development and implementation.
- Access to resources and training related to research, project management, and policy analysis.

Application Process: To apply, please submit a resume and cover letter.

Timeline:

The deadline for applications is **April 26, 2023 (Baisakh 13, 2080)**.

- Call for fellowships open: April 16, 2023 (Baisakh 3, 2080)
- Applications close: April 26, 2023 (Baisakh 13, 2080)
- Interview invitations will be sent by April 29, 2023 (Baisakh 16, 2080)
- Interview week: April 29 - May 3, 2023 (Baisakh 16 – Baisakh 20, 2080)
- Final decisions: May 8, 2023 (Baisakh 25, 2080)

If you are feeling intimidated by the content of the fellowship, please don't be. Apply and leave the rest to us! If you have the desperate desire to contribute to building a better nation, and you are as ambitious and hard-working, come join us!

We are an equal-opportunity employer and welcome applicants from diverse backgrounds. Only shortlisted candidates will be contacted for an interview. If you do not hear from us by May 8 (Baisakh 25), please understand that we decided to proceed with other candidates.

1. Technology Policy Fellowship

As a Technology Policy Research Fellow, you will be responsible for conducting research on various avenues to help establish Nepal as a "Tech Hub" on the global map. Throughout the fellowship, you will conduct research on the technology sector in Nepal, including education, employment, relevant laws, gaps in policies, opportunities for foreign investments, and other relevant areas. You will assist in drafting legislation related to technology policies.

2. Diaspora Policy Strategies Fellowship

The selected fellow will be responsible for assisting in the development and implementation of policy strategies related to diaspora engagement and management. You will conduct

research on diaspora policies, strategies, and best practices from around the world, with a particular focus on Nepal.

3. Public Governance and e-Governance Policy Research Fellow

The selected fellow will be responsible for conducting research on public governance and e-governance in Nepal. You will conduct research and develop a deep understanding of the political, social, and economic factors that influence governance.

4. Accountability Fellowship

As an Accountability Fellow, you will be responsible for conducting research on strengthening public accountability across various government services, employees, members of parliament, and other public institutions. You will work closely with the team and stakeholders to identify gaps and challenges in the current accountability systems and develop strategies to improve transparency, accountability, and responsiveness.

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5. Digital Communications and Public Relations Management Fellowship

The Community Outreach Fellow will work closely with the Secretariat of Member of Parliament Sumana Shrestha to support the MP's public relations, communications, and digital presence. The fellow will be responsible for developing and implementing outreach strategies to engage with the MP's constituents and other stakeholders. Fellow should be comfortable in using Canva.

6. Nepal's Feminist Political History Storytelling Fellowship

We are seeking a passionate and dedicated individual to work as a Feminist Storytelling Fellow on a project focused on archiving the feminist movement in Nepal through podcasting. You will work closely with a team of activists and scholars to produce engaging and informative content that highlights the contributions of women to the feminist movement in Nepal.

7. Summer Internships

As a Summer Intern, you will work full-time under any fellowship of your choosing. The internship can vary from two-months to three-months, depending on your availability. You will be expected to be available throughout the fellowship period and will gain exposure from bill reviews, policy management, to digital communications and so on.

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