



**Nurturing Women Empowerment**

**“WE RISE BY LIFTING OTHERS”**

**BISP Internship  
Guidelines**

**Training  
Wing**

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**BISP INTERNSHIP PROGRAMME**

## **Vision**

“Provision of additional Human Resource to strengthen BISP”

## **Definition of Internship**

- Commitment to provide short-term supervised work experience usually related to a student’s specific field of study or career aspirations.
- The programme will combine practical work experience along with a structured learning experience through specific briefs aimed at achieving identified objectives of the BISP Secretariat.

## **Key Objectives**

- a) To promote BISP’s work within the youth community and create advocates from a wide cross-section of the society after they have completed their Internships.
- b) To promote a wider and better understanding of the challenges confronting sister organizations, including insight for Interns into how the BISP Secretariat works with its members to overcome such challenges.
- c) To attract and develop a future talent pool.
- d) To provide Interns with the opportunity to participate in areas of the BISP Secretariat’s activities in order to gain work experience.
- e) To create an opportunity for professional development for students and fresh graduates to gain experience and prepare themselves for career development in the public sector organizations.
- f) To create a network of advocates for the public sector organizations.
- g) Aspire towards BISP’s Internship programme recognized internationally and co-ordinated internally that would serve as a flagship for the organization.

## **To ensure:**

- a) Interns are adequately supported to achieve excellence;
- b) Continuous monitoring and evaluation are provided to ensure added value and enhancement of BISP Secretariat's reputation;
- c) Positive experience for Interns;

## **Guidelines:**

The purpose of the Guidelines is to update the existing framework to guide and give directions for Internship placements within the BISP's Secretariat as well as field.

## **Application Scope:**

These Guidelines are applicable to all Interns in the BISP Secretariat. The Internship Programme doesn't falls in any other form of short-term attachments to the BISP Secretariat, e.g. contractual or temporary positions.

## **Guidelines Statement**

Through these Guidelines, the BISP's Secretariat will be committed to provide Interns with a quality experience that involves meaningful activities and the opportunity to learn and gain practical work experience in their chosen field of study and work. Interns will be provided with a clearly defined framework of participation and learning, and will be supervised by a suitable division staff member, who will monitor their progress to ensure effective contribution and resolve any concerns of the Interns. Interns will not be considered as a substitute for staff, and will not normally represent the BISP Secretariat in any official capacity, but through their work they are expected to add value to the organization. BISP Internship recruitment will be conducted through a transparent and competitive selection process.

## **Interns Eligibility**

- 16 years HEC recognized degree or equivalent/ Diploma of 3 years after Matric /F.Sc, 50% or 2.5 CGPA of Marks in final degree /diploma will be minimum threshold for selection of interns.
- The Interns will be recruited for 3 to 6 months with 80% mandatory attendance and with a fix remuneration of PKR 10,000 per month.
- The age limit is 22 years upto 30 years at the time of submission of the application.
- Female Candidates are encouraged to Apply.
- Madrassah graduates are also eligible to apply.
- Disabled applicants have 2% quota.
- For minorities 5% quota is reserved.

## **Application Procedure**

- All secretariat Internship Placements will be advertised on the Secretariat's website by the Human Resources Wing, HQ, Islamabad.
- All prospective Interns are advised to visit the BISP Secretariat's website where Internship opportunities will be posted.
- Applicants must complete the online application form and, if required provide a letter from the sponsoring institution (University or College), on the institution's official letterhead.
- Applications will only be considered for advertised Internship Programme.
- Unless specified, applicants should not forward copies of their diplomas and other important documents.
- Prospective Interns submitting applications must state clearly and precisely the specific internship for which they are applying, the skills and experience they expect to gain or develop during the period of Internship and the contributions they will make to the work of the BISP as an organization.
- Only shortlisted candidates will be contacted.
- An Internship selection panel modeled on the competency based interview selection panel will be formed to shortlist and select suitable Interns. The panel under the Chairmanship of DG (HR), consist of Director Training and representative from concerned department.

## **Internship Conditions**

- BISP may entertain a maximum of twenty Interns per year to enable efficient and effective management of the programme.

- Internship will be for a period of not less than three months but not more than 6 months. The working hours would be as already being practiced in BISP offices.
- Interns may begin their Internships only after they have agreed to the terms of reference and terms and conditions of the Internship programme. An Internship agreement will be issued by Director HR on or before their date of commencement.
- An Intern is not eligible to enter into a consultancy with the BISP Secretariat during the period of Internship.
- An Intern is not considered to be a member of staff of the Secretariat and therefore any privileges agreed between the BISP secretariat and the Government of Pakistan do not apply to Interns.
- No reports or papers may be published on the basis of information obtained by the Intern during the internship period without the prior written consent of the BISP. Requests in this regards shall be processed by Director Training of the BISP Secretariat.
- BISP will sign MoUs with Universities/Institutions for undergraduate students. 6 to 8 weeks internships with 80% attendance will be offered to undergraduate interns without any future commitment on the part of BISP.

## **Obligations of the Interns**

- Demonstrate willingness to participate fully and actively in the learning experience by planning their programme of work with their assigned manager.
- Participate in the introduction and orientation programme of the secretariat /field offices.
- Conduct themselves at all times in a manner that will not be detrimental to the image and standing of the secretariat.
- The secretariat reserves the right to terminate an internship without notice if the required standards of behavior and code of conduct are not met.
- Required to keep confidential all information including unpublished information made known to him/ her during the period of Internship and must sign a confidentiality agreement prior to commencing work.
- At the end of the internship programme, with the assistance of his /her line manager, the Intern will complete an evaluation and a report on his /her assignment which would feed into the final Internship evaluation report.
- Intern is required to discuss his /her progress regularly with his/ her line manager.

- Interns are required to work within the regulations and rules as applicable to them in the Staff Handbook of the Secretariat.
- An intern will complete a leaver Form at the end of Internship. The form must be counter signed by his /her line manager certifying the settlement of all outstanding financial obligations (if applicable), the surrender of the secretariat security and access pass, and any other office properties in his /her custody. The Intern's line manager will forward the completed form to the Human Resources Officer responsible for the Division/ Unit.

## Obligations of the Secretariat

- The Secretariat will provide the Intern with a conducive working environment and working space.
- Secretariat will provide requisite equipment for the term of the Internship.
- Secretariat will pay the Intern monthly stipend for the duration of the Internship.
- The Division /Unit will review Intern's performance and learning regularly, record such meeting and feed findings into the final Internship evaluation report. The Intern's line manager will forward the completed form to the Training Section.
- On the successful completion of internship, the Secretariat will issue a certificate/experience letter to interns.

## Learning Outcomes

Specific learning outcomes that are to be achieved by the Interns and criteria to evaluate whether or not these outcomes were achieved are provided below. The assessment will be undertaken periodically by the line manager during the placement.

Specific Learning Outcomes	Assessment Criteria
Explain the purpose of the organization in relation to the area of research	Description in the placement report of the context and purpose of the organization in relation to the area of research
Explain the changes (Opportunities/challenges) taking place at an organizational level in relation to the area of research	Description and analysis of organizational change, identification of opportunities and challenges within the organization, use of examples to support views
Critically analyze what constitutes best	Critical assessment of what constitutes good

practice at organizational level and draw implications for the organization	practice for sustainable development within the sector, use of examples of good practice, analysis of such practice, links between practice and theory
Explain and reflect upon the role of leadership upon the role of leadership within the organization in relation to the area of research	Evidence of observation of leadership in organizations, reflection upon own leadership qualities
Communicate the experience of the placement briefly and clearly to a variety of audiences	Evidence in writing of accuracy and fluency in internship reports
Reflect upon personal experience during placement	Articulation of personal reflection, values and feelings about the BISP Secretariat