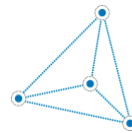


## Province Cell

95, Tulsi Marga, Pokhara-11, Ranipauwa  
+977 61 587 111



**POKHARA**  
RESEARCH CENTRE

### **No. of Open Positions:** 06

**Position Title:** Intern/Assistant with one assigned role in either Tech, Programs, Communications or Research Team(s)

**Location:** Pokhara Research Center, Tulsi Marga – Ranipauwa

**Duration:** 3 Months

**Working Hours:** 10:00 AM to 5:00 PM, Monday to Friday

Minimum Monthly Stipend

**Deadline:** Rolling Basis

Pokhara Research Center (PRC) is a leading research institution dedicated to strengthening federal democratic governance in Nepal, with a particular focus on the Gandaki Province Assembly. Through its Provincial Cell – PRC supports parliamentarians by enhancing their capacity to make informed decisions, draft effective legislation, and improve transparency and public engagement.

PRC works towards making legislative institutions more effective, transparent, and accessible to the public. One of its core goals is to increase citizen engagement with democratic institutions by creating products and programs that track legislative performance and promote data-driven policy dialogue.

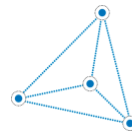
This internship aims to support the Province Cell in analyzing and disseminating data of the Provincial Assembly, with the broader goal of enhancing public understanding, legislative effectiveness, and democratic accountability.

The Intern/Assistant will perform a composite of the following tasks:

- Analyse data on legislative activities, session proceedings, and MPAs performance and prepare dissemination materials to various target audiences.
- Prepare analytical notes and data summaries related to the working of different provincial institutions and public policy issues.
- Assist in the development of interactive dashboards and visualizations.
- Support in database development and management.
- Contribute to research reports, blogs, presentations, and stakeholder briefings.
- Maintain strict confidentiality and integrity while handling sensitive data.
- Translate complex policy content into accessible formats (infographics, articles, social media posts).
- Engage in stakeholder communication and outreach for civic education programs.
- Contribute to publication planning, proofreading, and layouts.
- Conduct background research on governance, legal reforms, and public policy issues.

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**POKHARA**  
RESEARCH CENTRE

- Work closely with research and communication teams to align messaging.
- You will assist in identifying & reaching out to potential stakeholder, managing communication & support the development of our programs & projects.
- Help prepare program/project materials, such as presentations, proposals and reports. Attend meetings and assist in the coordination of program activities.,
- Assist in maintaining logistics & vendor management.
- Assist in maintaining accurate and up-to-date program records.

## Preferred Qualifications

- Undergraduate or graduate student pursuing a Bachelor's or Master's Degree in Management, Computer Science, Data Science, Engineering, Development Studies, Economics or related field.
- Familiarity with at least one programming language is required : R, (preferred) Python, Java, C++, or JavaScript or design software (Canva, Adobe Creative Suite) or strong mathematical skills
- Knowledge of database management systems and data visualization tools is preferred.
- Strong analytical and quantitative skills, team work, ability to deliver timely results.
- Good writing and communication skills in both English and Nepali.
- Interest in public policy, legislative procedures, and data-driven governance.
- Ability to think objectively and remain open to diverse perspectives.

## Application Process

Interested candidates are required to book a test appointment with Supriya Shreshta at [supriya@pokharacentre.org](mailto:supriya@pokharacentre.org) attaching their CV in the appointment request.

Each test slot is of 2 hours in total time with two rounds of interview (15-20 mins each) and a task for 40 mins. Candidates would be required to choose one task from a list of available options.

The final offer will be communicated via email.