



JOB DESCRIPTION

POSITION: Project Intern

LOCATION: New Delhi

REPORTS TO: Senior Project Coordinator

LEVEL/GRADE:

About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at www.accessdev.org

Position Summary:

ACCESS is inviting applications for the role of Project Intern for the Global Inclusive Finance Summit 2024.

Responsibilities:

1. Co-ordinate with Dreamcast on the registration process, on the following aspects:
 - a. Management and updates on the registration portal.
 - b. Provide support to the delegates who face issues in the registration process.
 - c. Facilitate with the accounts and Dreamcast on the invoicing and registration amount received.
2. Support the IFI secretariat during the Summit on the following aspects:
 - a. Vendor management on content development for the sponsors and partners.
 - b. Logistics during the Summit.
3. Support social media activities with the communication team.
4. Support the Financial Inclusion project team in data management and regular follow-ups from the field.
5. Any other activities pertaining to the Global Inclusive Finance Summit 2024.

Education & Experience:

- Any graduate.
- Work experience of 1-2 years is preferred, but fresh graduates can also apply.

Skills and Competencies:

- Should have good communication skills.
- Should be well versed in MS Office, especially in MS Excel.
- Should be able to do documentation.





- Ability to work effectively in teams.

Travel Requirement

- The position will require for travel within New Delhi.

Time Duration of the Contract:

The time duration will be of 4 months (September – December 2024)

Compensation:

The salary range for this position is commensurate to industry standards and will be determined based upon the experience of the candidate and the HR policies of the organization.

ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.

Interested candidates should send an up-to-date CV addressing the above requirements to akash@accessdev.org and hr@accessdev.org. Only short-listed candidates will be contacted. The deadline is 30 August 2024.