



Job Description & Agreement: Programme Coordinator Intern Reports to Senior Programme Manager

Background:

The Malaysian Social Research Institute is a Refugee Support Centre which offers four core programmes which include; Emergency Support, Vocational Training (Elham), Education Programme, and Health Care Programme.

- a. The Emergency Support Programme works on a case-by-case basis, meeting with clients to assess and assist emergency needs. Run mainly by case-workers, the programme is assisted by refugees from within the MSRI communities.
- b. The Elham project is run to create empowerment and self-subsistence among refugee communities. The majority of Elham clients are female however, the classes are open to all.
- c. The Education Programme runs a school for refugee children as well as English classes for adults. Taught mainly by refugees, the school provides a secure and safe environment for students.
- d. The Health Care Programme offers general services including counselling, referrals, and health education focusing primarily on prevention-based healthcare.

Duties of the intern:

1. Support Senior Programme Manager in carrying out general reports and documentation for MSRI

- Assist Senior Programme Manager in organising, editing, and compiling data for reports
- Assist with Funding Proposal and Mapping of Corporate Social Responsibility Unit in the Economic Sector for sourcing funding and related sponsorships
- Developing brochures, flyers, posters and infographics
- Support in managing/ updating funder's database and developing an innovative approach in sourcing for potential funders

2. Support Senior Programme Manager in coordinating fundraising and awareness events

- Update content on MSRI's social media sites; Twitter, Facebook, Instagram, website (blog posts)
- Take on a leadership role with regards to the creation and implementation of a fundraising event/ UN observance Events (example: World Refugee Day)

3. Take on tasks in addition to the descriptions above as delegated by the Senior Programme Manager that are deemed fair, achievable within the present task load and within the person's capability.



**Job Description & Agreement:
Vocational Training Intern
Reports to Elham Programme Coordinator**

Background:

The Malaysian Social Research Institute is a Refugee Support Centre which offers four core programmes which include; Emergency Support, Vocational Training (Elham), Education Programme, and Health Care Programme.

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- c. The Education Programme runs a school for refugee children as well as English classes for adults. Taught mainly by refugees, the school provides a secure and safe environment for students.
- d. The Health Care Programme offers general services including counselling, referrals, and health education focusing primarily on prevention based healthcare.

Duties of the intern:

1. Support Elham Programme Coordinator in carrying out general management tasks

- Assist Elham Programme Coordinator in developing and coordinating MSRI's Elham project
- Assist with booths at events or bazaars for Elham Project when needed

2. Elham Programme

- Provide support to Elham activities
- Assist with Elham's media management and the website online shop
- Take on a leadership role with regards to the creation and implementation of a fundraising event
- Marketing Elham Livelihood Project; product and services

3. Take on tasks in addition to the descriptions above as delegated by the Senior Programme Manager that are deemed fair, achievable within the present task load and within the person's capability.



Job Description & Agreement: Education Intern Reports to Education Manager

Background:

The Malaysian Social Research Institute is a Refugee Support Centre which offers four core programmes which include; Emergency Support, Vocational Training (Elham), Education Programme, and Health Care Programme.

- a. The Emergency Support Programme works on a case by case basis, meeting with clients to assess and assist emergency needs. Run mainly by case-workers, the programme is assisted by refugees from within the MSRI communities.
- b. The Elham project is run to create empowerment and self-subsistence among refugee communities. The majority of Elham clients are female however, the classes are open to all.
- c. The Education Programme runs a school for refugee children as well as English classes for adults. Taught mainly by refugees, the school provides a secure and safe environment for students.
- d. The Health Care Programme offers general services including counselling, referrals, and health education focusing primarily on prevention based healthcare.

Duties of the intern:

- 1. Assisting the Education Manager in setting up and running of MSRI's Education programme for the 2018 school year.**
 - Monitoring daily activities, formulating reports and school updates
 - Formulating/reviewing school registration policies, school rules/regulations
 - Reviewing of curriculum and printing of school books
 - Monitoring/organising of extracurricular activities/trips
 - Setting up a system to connect secondary school students with Higher Education opportunities
 - Take on a leadership role with regards to the creation and implementation of a fundraising event
- 2. English Classes for adults**
 - Supporting administrative work for the English classes for adults
- 3. Take on tasks in addition to the descriptions above as delegated by the Senior Programme Manager that are deemed fair, achievable within the present task load and within the person's capability.**