

TIB Internship Policy 2022-26

Please read the following carefully before applying for internship in TIB

Introduction

1. Transparency International Bangladesh (hereinafter “TIB”) is an independent, nongovernment, non-partisan and non-profit organization with a vision of Bangladesh in which government, politics, business, civil society and the daily lives of the people shall be free from corruption.
2. In the context of the international movement against corruption, TIB is the national chapter in Bangladesh of the Berlin-based Transparency International (TI), and accordingly, TIB partners and cooperates with TI and its chapters worldwide.
3. TIB is committed to values of democracy, justice, rule of law, transparency, accountability, integrity and impartiality.
4. TIB’s mission is to catalyze and strengthen a participatory social movement to promote and develop institutions, laws and practices for combating corruption in Bangladesh and establishing an efficient and transparent system of governance, politics and business.

TIB Internship

5. TIB’s Internship program is aimed at facilitating exposure, awareness and sensitization of the Interns to the key issues and challenges in the areas of TIB’s work, and to TIB’s approach and programs in addressing the same. TIB Internship is also designed as a learning opportunity for would-be professionals on specific streams of TIB’s on-going activities, e.g., Research & Policy, Civic Engagement (citizen’s involvement in the social movement against corruption with a particular focus on youth engagement), and Outreach & Communication.
6. A learner – usually a student - who is granted an affiliation with TIB for hands-on experience of work for a limited period with no salaries or benefits other than the allowance indicated hereinafter is called TIB Intern. The Internship in TIB may or may not be related to a Degree program that the Intern may be enrolled in at the time of Internship.

Qualification

7. Students enrolled in final year Masters or equivalent level or post-Masters studies in a recognized university, or who have finished such studies but are not currently employed in a fulltime job, may apply directly or through appropriate authority of the University for a position of

Internship in TIB. Candidates must be within the age limit of 27 years and should have good academic record – at least one first division/class or equivalent results and no third division or class throughout academic career. Good knowledge of problems of governance in Bangladesh, communication skill in both Bangla and English and computer literacy would be of advantage.

Application & Selection Process

8. A substantive application within a maximum of 350 words should be submitted to the Executive Director explaining:

- a) reason(s) for choosing TIB for internship and expectations of the applicant;
- b) applicant's understanding of the work of TIB; and
- c) specific area within the work of TIB in which the applicant is willing to take up the internship, and why.

9. The application should be attached with full curriculum vitae, a passport size photograph, and names and contact addresses of at least two referees. The position of Internship in TIB is offered only after satisfactory evaluation of the applicant's qualification, potential and interest. TIB's judgment and decision are final in this regard. TIB reserves the right to accept or reject any application with or without offering explanations.

10. Applications for Internships are received throughout the year. Decisions are normally communicated within 4-6 weeks after the receipt of the application. Selection is made on the basis of evaluation of the applications keeping items 8(a-c) in view. Evaluation may sometimes require face to face interview. Academic record and referees' reports are also considered. Incomplete applications are not considered.

11. TIB strongly upholds the principle of equal opportunity to all eligible candidates irrespective of sex, religion or any other marker of identity. Any attempt to seek favours or to influence the decision making process is treated as disqualification. Individuals with a status of employment with TIB and their immediate family members are not entitled for internship in TIB.

12. Requests for intern(s) may sometimes come from Line Managers within TIB for specific assignments in various divisions/units of TIB, in which case the HR Unit will take separate appropriate steps to recruit suitable intern(s) in conformity with the recruitment policy of TIB.

Non-resident Bangladeshis and Foreign Nationals

13. Bangladeshi nationals staying out of the country and foreign nationals fulfilling the above requirements are also eligible to apply for internship. The same selection procedure will be applicable for foreign nationals as in case of Bangladeshis. TIB will take no responsibility to arrange visa, travel, accommodation, or any other logistics, which will be the intern's own responsibility. However, TIB may issue a letter testifying the Intern's status with TIB.

Terms of Contract

14. Once a candidate is selected for internship and the Intern reports to TIB to commence the internship, a letter of contract signed by an authorized official of TIB will be countersigned by the Intern, implying that the terms and conditions detailed in this document will be applicable. In addition, specific job description and other terms, if any, that may be applicable on a case by case basis will be separately provided in the letter of contract or as attachment to the same. The Intern shall carry out such duties and responsibilities as are specified in the Internship contract. S/he will also be agreeable to discharge any other related responsibilities as may be assigned by the appropriate authority of TIB.

TIB Values & Code of Ethics

15. All Interns must be committed to the values, vision and mission of TIB and are under obligation to follow the TIB Code of Ethics, which can be viewed in www.ti-bangladesh.org.

Supervision, Tenure, Probation

16. The Intern will work under the supervision of a senior member of the TIB staff who will be regarded as the Intern's Line Manager, and to whom the Intern will report.

17. The tenure of TIB Internship is usually upto 10 weeks, but can be extended to no more than 6 months subject to the discretion of the TIB authority.

18. TIB Internship is provisionally offered for a probation period of two weeks on the basis of evaluation of which the offer is confirmed for the full tenure. If the authority is not satisfied with the performance of the incumbent during the probation period the provisional offer may be annulled.

Placement, Working Hours and Leave

19. The place of Internship will be normally at the TIB office in Dhaka or any of its project areas outside Dhaka.

20. Working hours and public holidays for the Intern shall be the same as for TIB staff. The Intern will be entitled to casual or other leave subject to the approval of the Supervisor in conformity with the relevant rules of TIB.

Monthly Allowance

21. Interns in TIB are not salaried staff. However, Tk. 7,000.00 will be paid as gross monthly allowance to cover conveyance and incidental expenses. This monthly allowance may vary depending on placement and may be reviewed by the TIB authority from time to time. If field visits are required in connection with the given assignment, the cost of travel and accommodation will be covered by TIB on actual basis and consistent with the relevant category. Monthly

allowance shall not be applicable for Non-resident Bangladeshis and foreign nationals except under special circumstances to be approved on a case by case basis.

Office & Related Facilities

22. To the extent possible, TIB will try, but does not guarantee, to provide logistic support such as workstation, telephone and internet use, supply of stationery and other facilities, that may be required for proper discharge of assigned tasks by the Intern.

Reporting, Evaluation & Certificate

23. One week before the end of the tenure of Internship, the Intern will submit a detailed report to the Supervisor/Line Manager narrating and analyzing the outcome of the internship. On the basis of this report and overall evaluation of the Intern's work TIB will issue a Certificate to the Intern as soon as possible after the conclusion of the internship indicating assessment of performance.

Status and Future Prospects in TIB

24. Nothing in these terms shall imply an employer-employee relationship between TIB and the Intern, who shall throughout the duration of the internship, be deemed to be entitled to no status, payments or benefits other than those specified in this document.

25. In case vacancies are created for regular appointment, and subject to fulfillment of necessary qualification and experiences applicable to all applicants, Interns will be eligible to apply for job in TIB during the Internship period or thereafter. Such applications will be treated at par with other qualified applicants for the same position, and working as intern would not automatically be considered as an advantage.

Termination

26. Both parties - TIB and the Intern - may terminate the Internship contract by providing 7 day's notice. However, TIB will have the right to terminate the Internship without any notice period if the Intern is: a) convicted of any offence involving moral turpitude, b) found guilty of misconduct, or c) violated the Code of Conduct of TIB.

Validity

27. Provisions of this policy shall remain effective upto December 31, 2026 unless otherwise annulled or extended by a decision of the TIB Management or by any other factor beyond the control of TIB. On any matter of gap of interpretation, understanding or conflict arising out of the above, decision of the TIB Management shall be mandatory and final.

(End)