**Internship Opportunities @ The Citizens Foundation**

**Organization Address:**
The Citizens Foundation (TCF), 7th Floor, NIC Building, Opposite Christian Cemetery, Abbasi Shaheed Road, **Karachi**

**Internship Description Summary**
With the increasing network of schools, there is a constant need of sustaining and maintaining existing projects. 2 kinds of programs are proposed below. TCF has the capacity to accommodate 30 IBA volunteers between end of June to August. 2 of the 30 volunteers needed are MIS majors. For the rest of them, the major does not matter. They should just have strong communication skills.

**Work Plan 1**

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<thead>
<tr>
<th>Duration</th>
<th>Description</th>
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<tbody>
<tr>
<td>5 weeks</td>
<td>Fieldwork experience during TCF Summer Camp 2011: Planning, execution and close out. Opportunity to lead a team of 10-20 young volunteers in a TCF school</td>
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<tr>
<td>2 weeks</td>
<td>Head Office based volunteering in various departments like Marketing, Education, Volunteers &amp; Alumni, Human Resource and CEO Secretariat</td>
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**Work Plan 2**

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<thead>
<tr>
<th>Duration</th>
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<tr>
<td>6 - 8 weeks</td>
<td>Head Office based volunteering for Human Resource and Resource Mobilization Departments</td>
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**Reporting Line:**
Assistant Manager, TCF Volunteer Programs

**Commencement Date:**
June 27th, 2011

**Description of Precautions:**
TCF is a local NGO. It believes in giving respect to the cultural norms of the society. Hence we require our volunteers to follow a dress code. Males must wear shirts with casual pants / kameez shalwar. Printed shirts are not allowed. Females must wear shalwar / pant, kameez and dupatta at all times while at TCF. Also jeans and sleeveless shirts are not allowed for both, males and females.

**How to apply:**
Interested candidates can email their CVs at cdc@iba.edu.pk

**Note:** Please mention **CV for TCF** in your subject line

Coordinator, Career Development Centre
Institute of Business Administration
City Campus, Garden / Kiyani Shaheed Road, Karachi
Email: tjabeen@iba.edu.pk