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| Manav Rachna Educational Institutions*NAAC ACCREDITED `A++' GRADE UNIVERSITY* **Academic Session 2024-25** |
| **Internship Notification Form** |
|  **OVERVIEW** |
| Name of the Department/ Campus Unit | Manav Rachna Centre for Peace and Sustainability  |
| Website / Other source of Information | https://mru.edu.in/about-mrcps/# |
| Profile Type (Teaching/ Non Teaching) | Non teaching  |
| Brief write-up on the Department (50 to 75 words) | MRCPS is a centre for peace and sustainability, emphasizing education, training, values, attitude formation, research, policy-making, collaboration, and networking. Its five verticals—PARASHAKTI, PRAKARSH, SAHRITA, SAMRIDDHA, and SADBHAV—target six SDGs. Key projects include Project Pahal, ESDP, Wall of Peace, Kuch Kahna Hai, and ANG, all promoting peace and sustainability among youth. |
| **JOB PROFILE** |
|  Designation | Project coordinator |
| Job Description | Project coordinator: We are seeking a proactive and organized Project Coordinator to assist in the planning, implementation, and evaluation of peacebuilding and sustainability projects. This internship offers a valuable opportunity to gain hands-on experience in project management, event planning, and stakeholder engagement while contributing to impactful initiatives that make a difference in communities worldwide. |
| Skills Required | Strong organizational and project management skills, adept at multitasking and prioritizing effectively. Detail-oriented with a commitment to quality and accuracy in project execution. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) Interest or experience in peacebuilding, conflict resolution, and sustainability initiatives. Previous experience in project coordination or event planning at university or clan level is desirable but not mandatory. |
| Place of Posting | Manav Rachna Centre for Peace and Sustainability JF-8 |
| Duration of Internship (Start and End Date) | 15/7/2024 to 15/1/2025 |
| **SALARY DETAILS** |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period  | **5 hrs** |
| Stipend paid during training | **No** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** |
| Eligible Courses/Branches  | **UG/PG** |

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