



VIRGIN ISLANDS
RECOVERY AND
DEVELOPMENT AGENCY

INTERNSHIP
PROGRAMME

2023-2024

WHO WE ARE?

The Virgin Islands Recovery and Development Agency was established in 2018 by the Government of the Virgin Islands as a transparent and accountable specialist project implementation agency to respond to the unique challenges faced by the Territory following the extreme weather events of 2017.

The RDA is a statutory body that works with Government Ministries to execute our three-pronged mandate which is to implement projects, raise funding, and build capacity in the Virgin Islands in an effective and efficient manner.



INTRODUCTION

The RDA Internship Programme offers motivated students and recent graduates the opportunity to gain hands-on experience with the RDA through a myriad of internship opportunities.

Talented young men and women are invited to join the team and supplement their academic knowledge with practical work experience.

FOLLOW US



@rdabvi

WHAT WE OFFER

Our internships provide a modern working environment for knowledge transfer of highly technical skills. Interns will benefit from on-the-job experience for professional growth that is not available in the classroom.



The duration of an internship is normally between four and twelve weeks. Internships can be offered on a full-time or a part-time basis.

Interested candidates can apply in one of the following areas:

- 01. BUSINESS ADMINISTRATION**
- 02. FINANCE**
- 03. COMMUNICATIONS**
- 04. PROCUREMENT**
- 05. ENVIRONMENTAL MANAGEMENT**
- 06. PHILANTHROPY**
- 07. COMMUNITY ENGAGEMENT**
- 08. PROJECT MANAGEMENT**
- 09. STRATEGY**
- 10. INTERNAL AUDIT**

ARE YOU INTERESTED?

Here is how you can join this amazing programme. To apply:

- Be actively enrolled in, or a recent graduate of a College or University programme.
- Have a strong academic performance and be a motivated individual
- Be in a good professional and personal standing.
- Possess excellent written and oral communication abilities and computer skills.



! ATTENTION !
MUST BE PRESENTLY
ENROLLED IN COLLEGE OR
RECENT GRADUATE

How to Apply

Candidates wishing to qualify will be required to provide the following:



COVER LETTER

- Addressed to Head of Human Resources
- State area of Interest
- Exact dates of availability

INCLUDE THE FOLLOWING: 



ONE PAGE ESSAY

- Why do you want to intern with the RDA?
- Share Future Goals
- Outline Internship Expectation



RESUME

Include past academic and work experience (if any), extracurricular activities and computer skills



ACADEMIC TRANSCRIPT

Unofficial Transcript is accepted or Copy of Degree



GOVERNMENT ISSUED IDENTIFICATION

Passport ID page or Belonger Card

EMAIL : RECRUITMENT@BVIRECOVERY.VG



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A learning opportunity to work
alongside experts in:

**BUSINESS
ADMINISTRATION**

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg

or call (284) 345-2775

YEAR
ROUND

**DEVELOP AN
UNDERSTANDING IN:**

- CUSTOMER SERVICE
- ADMINISTRATION AND SECRETARIAL SUPPORT
- ASSETS MANAGEMENT
- STAKEHOLDER ENGAGEMENT
- RECORDS MANAGEMENT





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FINANCE

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YEAR
ROUND

DEVELOP AN UNDERSTANDING IN:

- FINANCIAL CONTROL PROCEDURES & GOVERNANCE
- FINANCIAL RISK MANAGEMENT & MITIGATION
- BUDGETING & VARIANCE ANALYSIS
- STAKEHOLDER MANAGEMENT
- FINANCIAL REPORTING





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**YEAR
ROUND**

DEVELOP AN UNDERSTANDING IN:

- STRATEGIC COMMUNICATIONS
- EVENT PLANNING AND COORDINATION
- VISUAL COMMUNICATIONS
- WEBSITE ADMINISTRATION
- PHOTOGRAPHY AND VIDEOGRAPHY
- GREATER EXPLORATION OF THE COMMUNICATIONS FIELD





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PROCUREMENT

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YEAR
ROUND

DEVELOP AN UNDERSTANDING IN:

- BIDS, TENDER RECEIPT & EVALUATIONS
- CONTRACT SIGNATURE
- REGISTRATION & DISSEMINATION OF CONTRACTS
- PROHIBITED PRACTICES AND INTEGRITY IN THE PROCUREMENT PROCESS
- CONTRACTOR REGISTRATION & CLASSIFICATION SYSTEM
- DEFINITION OF REQUIREMENTS
- DEVELOPMENT OF SOLICITATION DOCUMENTS
- ADVERTISING & MORE





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MANAGEMENT**

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↑
YEAR
ROUND

DEVELOP AN UNDERSTANDING IN:

- PROJECT SITE EVALUATION CLIMATE & ENVIRONMENTAL RISK MANAGEMENT
- FIELD SUPERVISION
- READING & EVALUATING ENVIRONMENTAL IMPACT ASSESSMENT (EIA)
- ENVIRONMENTAL MONITORING & MANAGEMENT PLANS
- USE OF ENVIRONMENTAL FIELD-TESTING EQUIPMENT & MORE





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PHILANTHROPY

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**DEVELOP AN
UNDERSTANDING IN:**

- NETWORKING
- FINANCE
- CONTRACT ADMINISTRATION
- DONOR CYCLE
- CUSTOMER SERVICE
- MARKET RESEARCH AND REPORTING
- EVENT PLANNING AND MORE





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**COMMUNITY
ENGAGEMENT**

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DEVELOP AN UNDERSTANDING IN:

- STAKEHOLDER IDENTIFICATION
- CURATING STAKEHOLDER ENGAGEMENT
- GENDER, SOCIAL & CULTURAL CONSIDERATIONS FOR PROJECTS
- MANAGING GRIEVANCES





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PROJECT MANAGEMENT

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DEVELOP AN UNDERSTANDING IN:

- PROJECT PLANNING AND DESIGN
- PROCUREMENT
- CONSTRUCTION MANAGEMENT
AND CONTRACT ADMINISTRATION
 - PROJECT SCHEDULING
 - CONSTRUCTION COST
MANAGEMENT
 - CONSTRUCTION CONTRACT
FORMS
 - RISK MANAGEMENT
 - CONSTRUCTION SUPERVISION
 - CIVIL WORKS
 - BUILDING CONSTRUCTION
- PROJECT CLOSEOUT





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STRATEGY

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ROUND

DEVELOP AN UNDERSTANDING IN:

- POLICY FORMULATION
- RDA SUPPORT OF GOVERNMENT POLICY ON RECOVERY AND DEVELOPMENT
- AGENCY ASSESSMENT
 - EFFICIENCY OF IMPLEMENTATION OF PROGRAMMES AND OUTPUTS
 - EFFECTIVENESS OF OUTPUTS
- BUSINESS PLAN DEVELOPMENT, DRAFTING AND FINALIZATION
- PROGRAMME PLANNING, SEQUENCING AND BUDGETING





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DEVELOP AN UNDERSTANDING IN:

- THE DEFINITION OF INTERNAL AUDITING AND DISTINGUISH BETWEEN INTERNAL AND EXTERNAL AUDITORS.
- THE INTERNATIONAL PROFESSIONAL PRACTICES FRAMEWORK (IPPF), THE CORE PRINCIPLES FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING AND THE CODE OF ETHICS.
- THE INTERNAL AUDIT PROCESS OF PLANNING, EXECUTION, REPORTING AND FOLLOW-UP.
- THE ELEMENTS OF INTERNAL CONTROLS, RISK IDENTIFICATION AND TO MAKE RECOMMENDATIONS FOR IMPROVEMENTS





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**ARE YOU
THE ONE?**