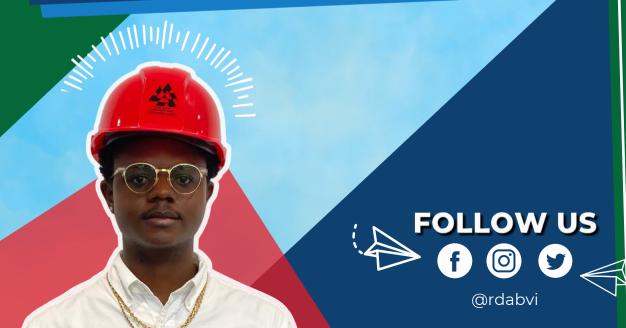


WHO WE ARE?

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.

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:

- **O1.** BUSINESS ADMINISTRATION
- 02. FINANCE
- 03. COMMUNICATIONS
- 04. PROCUREMENT
- 05. MANAGEMENTAL
- 06. PHILANTHROPY
- 07. COMMUNITY ENGAGEMENT
- **08.** PROJECT MANAGEMENT
- 09. STRATEGY
- 10. INTERNAL AUDIT

ARE YOU INTERESTED?

Here is how you can join this amazing progamme. 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



BUSINESS ADMINISTRATION

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

YEAR ROUND

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





FINANCE

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775



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





COMMUNICATIONS

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

> YEAR ROUND

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





PROCUREMENT

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

> YEAR ROUND

- 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





ENVIRONMENTAL MANAGEMENT

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

> YEAR ROUND

- 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





PHILANTHROPY

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

> YEAR ROUND

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





COMMUNITY ENGAGEMENT

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

> YEAR ROUND

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





PROJECT MANAGEMENT

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

YEAR ROUND

- 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





STRATEGY

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

YEAR ROUND

- 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





INTERNAL AUDIT

APPLY NOW

EMAIL:

recruitment@bvirecovery.vg or call (284) 345-2775

> YEAR ROUND

- 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



ARE YOU? THE ONE