

The PEMA Secretariat

Internship / Volunteer Form

1. Demographic information

1	Name:	
2	Date of Birth (day/month /year)	
3	Gender	
4	CID	
5	Village/Gewog/Dzongkhag	
6	Qualification	
7	Name of University / College/ Institutions	
8	Address (place and country)	
9	Year of Graduation	
10	Contact No	
11	Email	

2. Emergency Contact

1	Name of parents / guardian	
2	CID:	
3	Mobile No.:	
4	Place of Residence	

3. Expression of Interest

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1. Why you want to intern with Th PEMA (describe your interest)?

2. List your skills and competency

3. Language

Language	Speaking	Writing

4. Computer Skills

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4. Required documents to be submitted to the office at the time of application (Checklist)

1. CV / Resume
2. Academic Certificates
3. Copy of CID
4. Security Clearance Certificate

The information and documents provided is true to the best of my knowledge.

Intern's Signature:

Name:

Date:

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Code of Conduct

All employees including short-term contract, interns, and volunteers, will be guided by a set of code of conduct that are drawn from the core values of The PEMA: ***Professional integrity; Empathy; Mutual respect; and Accountability.*** The purpose of these values is to create a unified culture and working environment to support the seamless implementation of Her Majesty's vision.

1. ***Professional Integrity:*** Doing the right thing and to adhere to internal and external rules, and act in accordance with The PEMA's mandate including what we stand for;
 - a. Shall serve the *Tsa Wa Sum* and work towards strengthening peace, prosperity and happiness in the country;
 - b. Shall act responsibly and respect the rules and procedure of the PEMA;
 - c. Shall maintain confidentiality of the cases and information of the service seeker at all times;
 - d. Shall facilitate to create an environment that promotes and enables professional growth and culture of learning; and
 - e. Shall continuously develop and innovate to respond to the changing times guided by best available science and evidence.
2. ***Empathy:***
 - a. Shall behave respectfully, courteously and ethically towards colleague and service seekers;
 - b. Shall observe appropriate personal and professional boundaries guided by the principle of "do no harm"; and
 - c. Shall refrain from any form of exploitative/ abusive /harassment and misconduct.
3. ***Mutual respect:***
 - a. Shall strive to make all service seeker feel safe, respected, empowered and duly recognized; and
 - b. Shall refrain from resorting to unreasonable altercation with the public while carrying out their duty.
4. ***Accountability:***
 - a. Shall have zero tolerance for corruption / sexual violence / discrimination;
 - b. Shall be economical, and avoid waste and extravagance in the use of public resources; and
 - c. Shall address issues openly and stand for transparency.