

**ACT INTERNSHIP PROGRAMME (ACT DIR 50-7)**

**JOB DESCRIPTION FOR POSSIBLE INTERNSHIP 2021**

**DIVISION:** Joint Force Development

**BRANCH/SECTION:** Human Capital Enhancement and Individual Training Branch  
Human Capital Enhancement Section

**DETAILS OF PROJECT (as a minimum should cover principal duties and tasks):**

The intern will participate in a range of programmes focusing on preparing HQ SACT Human Capital Enhancement effort presentations and attending a series of meetings with the stakeholders. The intern will be asked to assist in the composing of the following documents:

- Human Capital Enhancement Campaign Plan
- Programme of Work for Human Capital Enhancement Section
- Managing Human Capital Enhancement Community of Interest Portal

**EXPECTED DELIVERABLE(S):**

- Human Capital Enhancement Campaign Plan
- Comprehensive Programme of Work for five years
- Report for Human Capital Enhancement Community of Interest Portal

**TYPE OF BACKGROUND/EDUCATION PREFERRED:**

- Current or recent Post Graduate student in Human Resources Management and/or Human Capital Development, operations research, business, management, administration or economics
- Working knowledge of Microsoft Excel, Word, PowerPoint and Visio
- A strong interest in the security politics, international security architecture and military preparation for mission.

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