

TERMS OF REFERENCE

Internship for the Southern Region Office

Position Intern for Southern Region Office	Contract duration Tentatively from 1 October 2015 to 30 September 2016
Supervisor Program Facilitator	Duty station Ho Chi Minh city with travels to fields if required.
Key working relationship All AAV staff and others as required	Commencement date 1 October 2015
Working time Full time (7.5 hours per day, from Monday to Friday)	Budget/Fee 220,000VND/working day Southern Region Budget

1. General Context

ActionAid is an international development agency whose aim is to fight poverty worldwide. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in 47 countries in Africa, Asia and the Americas in securing their rights and eradicating poverty.

In Vietnam, ActionAid operates in provinces in mountainous and remote regions, in the fields of education, women's rights, disaster preparedness, climate change, governance and food rights.

2. Deliverables (Performance expectation from the Intern)

2.1 Administrative support

- Support to maintain a proper filing system for project documents of all project partners
- Translate documents from Vietnamese into English or vice versa
- Assist for communications work in the regions such as writing articles, picking up phone calls
- Assist Program Facilitator and Program Officers to support partners in liquidating project activities
- Support to take meeting minutes as required

2.2 Logistic support

- Support to assist AAV staff and guests for their travel to the region
- Logistic support for organizing AAV trainings, workshops and campaigns

3. Scope of work (inclusive of key tasks & per indicator)

Intern will cover some tasks related to:

3.1 Administrative support

- Filing system for project documents of all project partners will be set up and maintained
- Documents will be translated from Vietnamese into English or vice versa on time
- Communications work in the regions will run smoothly and articles will be sent to Policy and Communications Department monthly.
- Liquidations from partners will be submitted on time with standard quality

- Meeting minutes will be circulated timely as required
- HR administration and filing /procurement/office management (including managing the cleaner)

2.2 Logistic support

- AAV staff and guests will be supported in term of logistic (accommodations and transportation)
- Logistic support for AAV trainings, workshops and campaigns will be handled well

4. Qualification

- Education (Degrees/certificates required): University degree in social science/ Business management/marketing/economic development or any relevant field.
- Excellent language skills in Vietnamese and proficiency in English
- Good analyzing and logical thinking skills

5. Payment (Rate of fee/allowance per working day, insurance provided, time of payment)

- The Intern will be paid with a meal allowance pursuant to the AAV's internship policy on monthly basis.
- The above allowance includes PIT and insurance coverage except for 24/7 Accident Insurance which is covered by AAV. Other terms and conditions will apply as per the Internship policy by AAV.

6. Other benefit and responsibilities

- ActionAid International Vietnam will write reviews and acknowledge after the collaboration period of the Intern with AAV if s/he meets the requirements of AAV and at his/her request to apply to other organizations.
- The intern is expected to follow strictly the Intern Policy and other related policies of AAV.
- The Intern is required to keep all information and data of Resource Mobilization Department confidential and for internal use. If s/he discloses such information to a third party outside AAV, s/he will be responsible for that loss of intellectual property and his/her contract will be terminated immediately by AAV.

7. How to apply

- Written application letter in English, stating why you are suitable for the post, together with full curriculum vitae in English, certified copies of available degrees should be sent to job.aav@actionaid.org (please indicate subject as: Application for Intern for Southern Region Office)
- Deadline for application: by 28th September 2015