

Office Intern

Position: Office Intern (full time)

Affiliation: The Asian Turtle Program of Indo-Myanmar Conservation (IMC)

Duty station: Base in Hanoi

Application deadline: 4th May 16

The Asian Turtle Program of IMC was established in 1998 and incorporated into the Cleveland Metroparks Zoo/Cleveland Zoological Society's Asia regional program in 2003.

The aim of ATP is to establish a safe and sustainable future for Asian turtles, and to ensure that no further turtle species become extinct in the region. We implement strategic interventions that directly contribute to the conservation of Asian turtles, helping to ensure efficient use of limited resources, as well as developing capacity, strengthening leadership, and ultimately effecting positive attitudinal and behavioural change within society. In 2015 ATP was incorporated into IMC, a UK based NGO.

We are seeking for a qualified Vietnamese candidate for the post of office intern in our Ha Noi office.

Main responsibilities:

- Provide support to ATP/IMC communication activities
- Provide support to translate documents from English into Vietnamese and vice versa
- Support in organising data/files in office;
- Provide general admin and logistical assistance to project activities
- Provide daily support to other office work as required

Required qualifications:

- Fresh graduates with University degree
- High level of English competency
- Good communication skills
- Good skills with Photoshop, Dreamweaver, InDesign, Illustrator is an asset
- Competent in computers (words, excel, PowerPoint, Email.)

Desired qualifications:

- Experience working with conservation or NGO
- Experience with Access database software

Contract Duration: the contract will be for one-year with the possibility of extension depending performance and fund availability

Interested applicants should send their cover letter, CV, and supporting documents to:

Ms. Bui Thi An - Office Manager

Indo-Myanmar Conservation

Email: anbui@asianturtleprogram.org

We regret that only short-listed applicants will be contacted.