



JOB DESCRIPTION – AFAP Vietnam

Job title: Project Intern

Effective date: September 2016

Reports to: Program Manager

Location: Hanoi office with travels to the fields

1. WORKING CONTEXT	
<p>AFAP is a secular, not-for-profit, fully accredited Australian non-government organisation (NGO) that was founded in 1968. As its creed “Action on Poverty” suggests, its mission is to be a leading agent for poverty alleviation through innovative, cost-effective and appropriate community-based development. AFAP has successfully worked with local partners to implement development programs in 21 countries across Africa, Asia and the Pacific.</p> <p>In 1996, AFAP was the first Australian NGO to be formally registered to work in Vietnam. Since then, it has partnered with local government, civil society organisations, and vulnerable and disadvantaged communities in 24 provinces, to implement projects within a range of program areas including: livelihoods and food security; climate change and environment; governance and institutional strengthening; health, water and sanitation; and education and social inclusion.</p>	
2. INTERNSHIP SUMMARY	
<ul style="list-style-type: none"> • Provide programmatic, research, logistical and administrative support to AFAP’s Representative Office in Vietnam and its Community-based Tourism (CBT) project in order to maximize its effectiveness in fulfilling its program and project objectives. • By working within the assigned tasks, the intern will gain in-depth exposure to development sector work (including opportunities to engage in fieldwork), and will benefit from direct experience in program and project cycle management and implementation. • This internship is unpaid, but a monthly internship allowance of US\$150 will be provided. • Applications will be accepted from Vietnamese nationals only. 	
3. AUTHORITY	
N/A	
4. KEY WORKING RELATIONSHIPS	
Internal	External
AFAP Program Manager, CBT Technical Advisor and other staff	AFAP’s partners
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities/ accountabilities	Key performance indicators
1. Provides support to project administration and operations	<ul style="list-style-type: none"> ▪ A good filing system of project report and document is set up, maintained and updated; ▪ Internal and external meetings are participated actively, i.e. by taking minutes; ▪ Requested logistics arrangement for project field trips are prepared.

2. Provides support to project communications by compiling and finalising related documents and publications	<ul style="list-style-type: none"> ▪ Conducts research including desk reviews, data collection, and preliminary analysis; ▪ Provides support on drafting and preparing project proposals and reports, communication products and publications; ▪ Supports in researching and revising to make sure that CBT's Standard Operating Procedures Handbook is well-developed; ▪ Stories about Muong ethnic minority are collected and developed.
3. Provides support to online marketing of CBT project using online marketing tools	<ul style="list-style-type: none"> ▪ An online marketing plan for CBT is developed; ▪ CBT website, Facebook fanpage and other social media pages are managed and updated regularly following approved plan; ▪ Seeks opportunities to enlarge CBT network by actively participate in online social media and networks.
4. Acts as a liaison to project partners ie. travel agencies and local suppliers/service providers to ensure effective operations of tourism activities	<ul style="list-style-type: none"> ▪ Accompanies project officers on FAM trips, communicates and maintains network with related travel agencies; ▪ Ensures project outputs are realised by actively communicating with local beneficiaries and service providers through phone as well as in fieldtrips.
5. Demonstrates commitment to improving capacity for INGO work	<ul style="list-style-type: none"> ▪ Seeks and undertakes opportunities to improve working knowledge of thematic areas of climate change adaptation, sustainable livelihoods, and social accountability work; ▪ Seeks and undertakes opportunities to improve capabilities in the use of professional English.
6. Other tasks	<ul style="list-style-type: none"> ▪ Translation and interpretation services as required; ▪ Other tasks as deemed necessary and appropriate.
6. QUALIFICATIONS REQUIRED	
Education: University degree in social science, tourism or relevant fields.	Work experience: At least 6 months of relevant work experience in the not-for-profit sector is preferable.
Technical knowledge/skills <ul style="list-style-type: none"> ▪ Project management and report writing skills; ▪ Excellent written and spoken communication skills; ▪ Translation and interpretation skills; ▪ Familiarity with AFAP's thematic areas of work; ▪ Previous experience in tourism activities is an advantage. 	
Language: Fluent level of English and Vietnamese, both spoken and written.	
Attitude: Self-motivated, creative, outgoing, with a demonstrated commitment to development work.	
Adherence to: <ul style="list-style-type: none"> ▪ Poverty and injustice eradication; ▪ Gender equality. 	