

**TERMS OF REFERENCE (TOR) FOR THE POSITION OF WOMEN’S RIGHT AND PUBLIC SERVICE INTERN**  
**Contract period: 1 year**

**1. Background**

Founded in the United Kingdom in 1972, ActionAid is an international federation, working with over 25 million people in more than 40 countries for a world free from poverty and injustice. ActionAid's head office is in Johannesburg. ActionAid is the only large international development organisation with head office based in Africa, with offices in Asia and the Americas connecting ActionAid's work in Europe.

ActionAid started working in Vietnam since 1989, established its Representative Office in Hanoi in 1992. Since then, ActionAid Vietnam (AAV) has been focusing the work to end poverty and promote sustainable development in over 20 provinces in mountainous, remote and difficult regions as well as poor urban areas across Vietnam. The organization is well recognized as one of the leading INGOs significantly contributed to the poverty reduction and community empowerment in Vietnam.

Under the framework of Country Strategy Paper 6 (2018-2023), AAV has established two programme priorities (PPs). PP1 is to improve people’s capacity to build safe communities and adapt to climate change and disasters with alternative sustainable livelihoods. PP2 is to promote grassroots democracy to advance people’s rights to gender responsive public services.

To deliver AAV’s commitments made in Country Strategy Paper 6 (CSP6), the organization have approved its staffing structure with a position of Women’s Right and Public Service Intern. This position is designed to provide support to works related to specific project within WR and PS Programme Directorate. This will be done in consultation with PP2 Director and in line with Human Resource and Organization Development policy manual.

**2. Scope of work and person specification**

<b>Job Title:</b>	Women’s Right and Public Service Intern		
<b>Directorate:</b>	Programme Priority 2 (PP2)		
<b>Reports to:</b>	Programme Development Service (PP2)	<b>Grade:</b>	N/A
<b>Location:</b>	Head office with travels to the field and internationally as required.		
<b>Direct Reports:</b>	None		
<b>Role Accountabilities</b>			
<b>Key Accountabilities/ Responsibilities:</b>	<b>Activities</b>		

<b>[I] Project implementation</b>	<ol style="list-style-type: none"> <li>1. Support WR and PS team to prepare documents.</li> <li>2. Support WR and PS team to prepare services contracts/liquidation, policy scoping and other paperwork.</li> <li>3. Arrange logistic placement of projects' activities.</li> <li>4. Support to develop content for social medial channels and reports</li> <li>5. Take meeting minutes.</li> </ol>
<b>[II] Translating of documents</b>	<ol style="list-style-type: none"> <li>6. Translate documents and interpret in training/workshops from English to Vietnamese and vice-versa.</li> </ol>
<b>[III] Other tasks</b>	<ol style="list-style-type: none"> <li>7. As assigned by Line Manager.</li> </ol>
<b>Person Specification</b>	
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Undergraduate or recent graduate with good academic standing.</li> <li>• A strong interest or background in gender, social works and relevant fields.</li> </ul>
<b>Essential knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Good command of English, with ability to interpret and translate documents from Vietnamese to English and vice versa.</li> </ul>

### 3. Contract period and working arrangement:

Contract period: 1 year

- Reports to: Programme Development Service (PP2).

Salary:

- 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.

### 4. Other benefits and responsibilities:

- Upon successful completion of the contract, ActionAid Vietnam will provide a reference/acknowledge letter to the intern at his/her request.
- The intern is expected to strictly follow all AAV's policies.
- The intern is required to keep all information and data of WR and PS team 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 other legal punishment as applicable.

***TOR prepared by***

***Verified by***

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