

JOB DESCRIPTION



Changing the world through Education

Job title	Programme Intern	Office	Hanoi, Vietnam
Type of employment	Full time (06-month contract with a probability of extending)	Department	Program
Expected Start Date	As soon as possible	Reports to	Project Manager
Background	<p>Aide et Action (AEA) is an international solidarity organization for development which aims at ensuring access to quality education for the most vulnerable and marginalized populations, especially children, for nearly 40 years. Aide et Action currently operates in 19 countries across Africa, Asia and Europe and reaches more than 1.2 million beneficiaries every year. AEA started working in Southeast Asia in 2002, first in Cambodia, and later extended to Vietnam, Laos and China through both partnerships and direct implementation with local stakeholders (NGOs, governments, and communities). AEA believes in the universal right to a quality education, and thus, bases its interventions around this ethos. AEA focuses its approach on three main programme priorities:</p> <ul style="list-style-type: none"> • Early Childhood Care Education • Access and Quality of Education for Primary and Secondary Levels • Lifelong Learning and Vocational Training <p>AEA' s staff operate in the spirit of shared decision making which demands team-work, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p>		
Position Overview	This position is to support Project Managers in the implementation of program activities.		
Core Accountabilities			
<p> Duties & Responsibilities</p> <ul style="list-style-type: none"> Assist in project logistics, administration and reporting. Assist in project accounting, financial administration and reporting. Assist project procurement procedures. Involve in producing project's education materials such as books, videos... Assist in translation and interpretation from English to Vietnamese and vice versa Support to handle incoming/outgoing telephone calls, letters, faxes, postal packages, etc. Assist in managing filing system (both soft and hard correspondences) Support to maintain office supplies and office maintenance 			

<ul style="list-style-type: none"> 👉 Assist program team in development of contracts/agreements, program materials, survey and data analysis, etc. 👉 Other support to office as requested <p>🎯 Team Contribution</p> <ul style="list-style-type: none"> 👉 Constructively contribute and collaborate with all colleagues to achieve the organizational goals; 👉 Deliver high quality work that provides a conducive environment to our operating environment; 👉 Comply with all legislations and the organization’s policies and procedures; <p>🎯 Values and Behavior</p> <ul style="list-style-type: none"> 👉 Promote and be a role model to support organizational culture, growth, performance and image; 👉 Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); 👉 Actively demonstrate the organizational values: <p>Dignity Inclusion Integrity Solidarity Transparency and Accountability</p>	
Criteria	
Qualification	<ul style="list-style-type: none"> 👉 Bachelor degree in social science, development studies, business administration, or a related field.
Experiences	<ul style="list-style-type: none"> 👉 At least 01 year working experience in community development, especially education area is a plus.
Core Competency	<ul style="list-style-type: none"> 👉 Good organization, communication and facilitation skills; 👉 Ability to learn quickly and respond to multiple demand; 👉 Computer literate with strong computer skills in MS Office, ability in graphic designing is an asset; 👉 Good written and oral communication in both Vietnamese and English; 👉 Willing to travel to the field. <ul style="list-style-type: none"> 👉 Working with People: Show respect for the views and contributions of other team members; show empathy; listen, support and care for others; consult others and share information and expertise with them; build team spirit and reconcile conflict; adapt to the team and fits in well. 👉 Drive for Results: Set high standards for quality of work in the project work plan; monitors and maintains quality of work; work in a systematic, methodical and orderly way; consistently achieve project goals; focuses on the needs and satisfaction of internal and external stakeholders; accept and tackle demanding goals with enthusiasm.

	<p>👶 Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy.</p>
Others	<p>👶 An energetic self-starter with resilience, fast pace, interpersonal skills; 👶 Good oral and written communication skills in English. French is an asset.</p>

AEAI Vision and Mission

👉 **Vision**

Changing the world through education.

👉 **Mission**

Aide et Action ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world.

DUTY STATION: 2F, VNCC Building, 243 De La Thanh street, Dong Da district, Ha Noi.

STARTING DATE: as soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV together with a cover letter in English with the subject title **[AEA-Programme Intern] Candidate name** to the following address: hr.vietnam@aide-et-action.org
Application Deadline: **September 20th 2021** (The recruitment process may end sooner if we find the suitable candidate to fill this position).

Note: Aide et Action may interview the candidate on rolling basis.