

JOB DESCRIPTION



Job title	Communication Intern	Office	Hanoi, Vietnam
Type of employment	Full time (06-month contract with a probability of extending)	Department	Communication and Advocacy
Expected Start	As soon as possible	Reports to	Senior Communication and Advocacy Officer
Background	<p>Aide et Action (AEA – soon become Action Education) is an international NGO with headquarters in Paris, France. AEA International has been active since 1981 and has projects in 19 countries in Europe, Africa, and Asia. With the vision “Changing the world through education”, AEA uses a lifelong approach to education for vulnerable youth and children. AEA has been working in Vietnam since 2003, and has been implementing projects in seven provinces: Khanh Hoa, Phu Yen, Thai Nguyen, Hoa Binh, Lai Chau, Lao Cai and An Giang. AEA's projects focus on three main interventions:</p> <ul style="list-style-type: none"> • Early Childhood Care and Education (ECCE) • Access and Quality of Education (A&Q) • Livelihood <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	<p>Communication Intern will support Communication & Advocacy Officer to design communication products, create content, tell stories, build audiences and create media pieces that ensure AEA’s staff, donors, volunteers feel connected with AEA Vietnam’s work.</p>		
Core Accountabilities			
<p>- Typical functions may include: Assist Communication & Advocacy Officer to</p> <ul style="list-style-type: none"> • Researching, preparing fact-checking, editing, and producing professional media and communications materials for various audiences and ensuring their timely dissemination. • Regularly creating high quality media and multimedia content/photo/video for dissemination in country and regionally. • Regularly designing graphic, presentation, banner, backdrop and other promotional products and materials as per request. • Other tasks as assigned. <p>- Required skills:</p> <ul style="list-style-type: none"> • Fluency in Vietnamese and English • Good communication skills, including social media and multimedia skills. • Good content writing skills • Planning and event organizing skills • Graphic design skills • Video editing skills • Proficient use of designing tools such as Adobe Illustrator, Canva, Photoshop,... and video editing tools • Experience of working with multimedia tools (photography, video and social media). 			

<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; 	
Criteria	
Qualification	Education background in design/communication/journalism/media/marketing or other relevant field of study.
Experiences	<ul style="list-style-type: none"> • Having experience in graphic design and editing video for NGOs/organizations is a plus • Ability to handle multiple priorities, tight deadlines and take initiative
Core Competency	<ul style="list-style-type: none"> • Good organization, communication 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; • Ability to work with confidential financial information <p>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.</p> <p>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> <p>Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy.</p>

AEA 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.

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 and 03 references with the subject title **[AEA-Communication Intern] Candidate name** to the following address: hr.vietnam@action-education.org and cc anh.tran@action-education.org before April 15, 2023.