












JOB DESCRIPTION

Job title	Program Intern	Office	Hanoi, Vietnam
Type of employment	Full time (06-month contract with a probability of extending)	Number of recruits	1
Reports to	Program Manager	Department	Program
Gross salary		Grade	
Background	<p>Aide et Action (AEA) (soon becomes Action Education) is an international non-governmental organization working in 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects.</p> <p>Our Vision: Changing the world through education.</p> <p>Our Mission: AEA 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. AEA's staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2003 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education. In Vietnam, AEA focuses on three main themes:</p> <ul style="list-style-type: none"> • Early Childhood Care and Education (ECCE) • Access and Quality of Education (A&Q) • Livelihood Education 		
Position Overview	This position is to support Program Manager in the management of program sector		
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 organizing meetings, trainings and events when required 			

<ul style="list-style-type: none"> 👤 Assist program team in development of contracts/agreements, program materials, survey and data analysis, etc. 👤 Other support 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. 	
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 having working experience as an intern and volunteer in community development, especially education area is a plus.
Other requirements	<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; French is an asset. 👤 Willing to travel to the field. 👤 An energetic self-starter with resilience, fast pace, interpersonal skills.
Core Competency	<p>Basic level in following core competency:</p> <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. 👤 Child Projection: Perform the highest standard to ensure child safeguarding in according with our Child Projection Policy.

Values and Behaviour	<ul style="list-style-type: none"> 👏 Promote and be a role model to support organizational culture, growth, performance and image. 👏 Actively support the organisation's commitment to the principles of Diversity, Inclusion and Equal Employment Opportunity (EEO); 👏 Actively demonstrate the organizational values: <ul style="list-style-type: none"> Freedom: We respect people’s rights Respect: We value differences Solidarity: We are stronger together Equity: We treat people equally Integrity: We stand up what is right
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STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CVs together with a cover letter to the following address: hr.vietnam@action-education.org **with the subject title [AEA-Intern] Candidate Name**

Application Deadline: **16th October 2024** (The recruitment process may end sooner if we find the suitable candidate to fill this position)

Note: This position is for Vietnamese national only. Only shortlisted candidates will be contacted for further information and discussion.