



## Internship - DRR

*"The American Red Cross seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network, in order to deliver vital help and hope to some of the most vulnerable communities"*

### Summary

The American Red Cross (AmRC) Vietnam Delegation seeks an enthusiastic Intern to support AmRC's "Building Resilience to Natural Hazards in Center Vietnam". The projects are based around community-based disaster risk reduction activities in several provinces in Vietnam.

The position will be based in the AmRC Vietnam Delegation office in Hanoi and will require travel to field sites in the different project provinces. The Intern will report to the AmRC's Senior Program Officer. The contract is full-time for 3 month duration, with possibility of extension, based on performance and budget available.

### Responsibilities

- Provide support in translation from Vietnamese to English and English-Vietnamese for project documents and in training/workshop,
- Provide support in documentation of good practices, lesson learnt, case studies, ... for project technical areas (Urban Community based disaster risk management, integration of Disaster Risk Reduction and Climate Change Adaptation into Socio-economic Development Plan)
- Provide support in M&E data collection, M&E data entering into M&E system
- Provide logistic supports for project workshop/events
- Support other task under DRR projects as assigned

### Qualifications

- Bachelor's degree
- Proven record of effective teamwork with positive attitude
- Excellent written, verbal communication and interpersonal skills in English and fluency in Vietnamese
- Proficient in Microsoft Office (Word, Excel, and PowerPoint), good knowledge of Google tools (Calendars, Docs, Sheets, Slides, Forms...)
- Knowledge of DRR tools, training materials and activity content not essential but is preferred

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.

***Interested candidates should send a current resume and a cover letter containing the name and contact details of 3 references to [amcrossvn@hotmail.com](mailto:amcrossvn@hotmail.com) by CoB Sunday 29 July, 2018. Only qualified candidates will be contacted.***