Terms of Reference

Web Designer Intern

The Spark Center for Social Entrepreneurship Development (Spark Center) in Viet Nam is currently a social development initiative, registered as a member of the Viet Nam Union of Science and Technology Associations (VUSTA).

Co-founded by organizations such as the Netherlands Development Organization in Viet Nam (SNV Viet Nam), the Pact Capacity Building organization in Viet Nam (PACT Viet Nam), the Center for Sustainable Rural Development in Viet Nam (SRD Viet Nam), and the Center for Researches on Policies Impact Assessment and Capacity Strengthening for Communities in Viet Nam (CECODES Viet Nam), and overseen by Spark Center Governing Board (SGB), the objectives of Spark Center's activities are:

1. To support social entrepreneurs in successful up-scaling and replication of proven local social and business solutions
2. To facilitate the development of transparent and dynamic individual and business capacity development services at local levels, especially where local social and business solutions are implemented

These objectives cover three 3 bottlenecks:

a. strengthening articulation of demand for capacity development services: creating opportunity for (social) entrepreneurs, local organizations, to express demand for poverty related Capacity Development Services (CDS)
b. improving the supply of capacity development services: enhancing the outreach and quality of capacity development services
c. redirecting financial CDS flows: to sub-national level, and tapping into local resources

Spark Center is looking for a Vietnamese student who has just graduated or going to graduate for the post of Web Designer Intern. The Intern will be responsible for the design and development of the websites of Spark Center's programs.

Duration: 3 months, with possibility of extension (expected starting date from late December 2011)

Specific Duties and Responsibilities:

- Responsible for the design and development of web pages, web applications and components, graphics, multimedia

Desired Education, Skills and Qualifications:

- Experience in developing websites and/or web applications
- Knowledge and practical experience in development of HTML, JavaScript, CSS, SQL, graphic design, multimedia creation with Flash, ActionScript (Marcromedia Studio)
- Good understanding of new and evolving technologies and online flatforms
- Desire and willingness to work in a collaborative, innovative, flexible and team-oriented environment
- Good Vietnamese languages skills, English proficiency is an advantage
- BS/BA university degree a plus but not require

Application procedure:

- Interest Vietnamese candidates should send her/his recent CV with a cover letter to sparkvn@spark.org.vn by latest 5.00pm, 19 December 2011.
- Acknowledgements will be sent to short-listed applicants only.