



Terms of Reference

Communications & Research 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

The Communications & Research Intern will provide support to Spark Center's Communications and Research Program. S/he will also receive monthly allowance according to Spark Center's internship policy.

Duration: 3 months, with possibility of extension (expected starting date from late February 2012)

Specific Duties and Responsibilities:

- Provide support to chief researchers in designing research projects, developing documents and consolidating research reports
- Coordinate the implementation of workplan, such as developing, collecting and analyzing surveys, questionnaires and interviews
- Responsible for mobilizing necessary resources for conducting research
- Work with related stakeholders for the collection of necessary information for the research
- Draft and prepare inputs for communications materials (articles, stories, reports, newsletters and other publication), and support the dissemination of these materials



- Attend meetings, take notes and prepare meeting minutes
- Participate and provide support to Spark Center's events, such as marketplace in provinces
- Provide other translation, interpretation and administrative support as required by the supervisor

Desired Education, Skills and Qualifications:

- Holds a Bachelor degree in one of the following areas: Business Administration, Economics, Social Studies, or related fields
- Passion for social entrepreneurship and capacity development for poverty reduction
- Good analytical skills and reporting skills
- Excellent written and spoken communication skills in both Vietnamese and English
- Good computer skills, familiar with Microsoft Office applications
- Being proactive and entrepreneurial, with excellent team work, networking, and negotiating skills

Application procedure:

- Interest Vietnamese candidates should send her/his recent CV with a cover letter to sparkvn@spark.org.vn by latest 5.00pm, 21 February 2012.
- Acknowledgements will be sent to short-listed applicants only.