

JOB PROFILE Intern – Project Translation and Assistance	
Position: Intern – Project Translation and Assistance Starting Date: as soon as possible	Work Time (%): 100
Duties	<p>Caritas Switzerland (Caritas) has been operational in Vietnam since 1996. The strategy of Caritas in Vietnam focuses on sustainable livelihoods programmes to reduce poverty and increase equity, especially for ethnic minorities. Equally important is the engagement in climate change and disaster risk reduction goals of our engagement in Vietnam. Besides cooperating with Government agencies at all levels, Caritas promotes the development of civil society organisations in policy dialogue and social issues.</p> <p>The current 2nd phase of the Quan Ba Integrated Community Development Project (Quan Ba IDCP 2) has been operating since 2009 and will end in March 2015. The project objective is as follows: <i>By 2014, all households, with special focus on the poor and women, in the Caritas Quan Ba project area are enabled (participation, capacity and empowerment) to lead better lives in terms of food security, higher income, well-being, while using their resources in a sustainable way and fostering their cultural identity.</i></p> <p>The Quan Ba Project has an office in Tam Son Township, Quan Ba District. The project team has 11 staff, including 3 Caritas staff from Hanoi, one International Tourism Expert and project staff from Quan Ba district. The team is headed by the Caritas Project Coordinator.</p> <p>Caritas Switzerland is offering an open position for an Intern by the end of August 2013 with possible extension in a highly interesting and complex setting in Quan Ba. This position has to fulfill the following duties:</p> <ul style="list-style-type: none"> • Provision of translation services to the International Tourism Expert • Assisting him with communications with project, local partners and communities. • Involved in any other project activities, such as assisting the Quan Ba and Country Office team with administration, communications, logistic, and M&E activities - to assist the Quan Ba team in their tasks and at the same time gain experience and develop new skills in the framework of the work of Caritas.
Qualifications	<p>Qualification required</p> <ul style="list-style-type: none"> • Good verbal and written English • Good communication and pleasant interpersonal skills • Proficiency in using computer software such as MS excel, MS word, internet explorer

- Willingness to travel to remote areas

Interested candidates should send a cover letter clearly demonstrating your suitability for this position and a full CV in English to Caritas Switzerland in Vietnam.

Contact:

Caritas Switzerland in Vietnam

Email: vietnam@caritas.ch

Closing date to apply for this position: by the 12th November 2012.

Only short-listed candidates will be invited for an interview.

Job Description

Title:	Intern – Project Translation and Assistance
Name:	N.N.
Organisation:	Caritas Switzerland in Vietnam
Job Category:	Intern

Reporting to:	International Tourism Expert
Deputized by:	Not applicable
Place of Work:	Quan Ba District, Ha Giang Province
Work time:	100% (75% in Quan Ba District, 25% in Hanoi office)
Travel time:	Travels to Quan Ba every 3 weeks, in the mode of: Quan Ba and project communes 2 weeks – Hanoi 1 week. Any additional travel whenever required.

A. Responsibility

The primary responsibility of the Intern is the provision of translation services to the International Tourism Expert and assisting him with communications with project, local partners and communities.

In addition, the incumbent may be involved in any other project activities, such as assisting the Quan Ba and Country Office team with administration, communications, logistic, and M&E activities - to assist the Quan Ba team in their tasks and at the same time gain experience and develop new skills in the framework of the work of Caritas.

B. Tasks

1. Translation and communication services to International Tourism Expert

- Provide oral interpretation to the International Tourism Expert whenever needed;
- Provide written translation of documents and papers from Vietnamese to English and vice versa to support efficient work of the International Tourism Expert;
- Assist the International Tourism Expert in maintaining constant and efficient communication with other project staff, partners and community.

2. Assistance to project implementation, administration, communication and M&E

When possible and available, the Intern will be involved in the following tasks:

- Assist the Project Coordinator and Administrator in specific tasks related to office administration;
- Assist the Project Coordinator and Project Officer in maintaining good communication with project partners and communities;
- Assist the Administrator and Project Team in logistics arrangement of project training/events/visits, if needed;
- As required by project officer and when available, the Intern can assist with specific project M&E tasks (e.g. visit to project sites, update and maintaining database, etc.) to gain experience and help the Quan Ba Team fulfill their tasks.

C. Other tasks

On request by the Project Coordinator or Int. Tourism Expert, the Intern will be involved in the following tasks:

- Provide support to the CDBs to prepare project plans and reports to ensure that they are of good quality and timely produced (for WASH components) while at the same time building/developing CDB members' capacity;
- Maintain and update project reports and databases;
- Submit timely quality project component reports as requested by the project in Quan Ba, the Country Office in Hanoi, and the Head Office in Switzerland;
- Provide assistance to CDBs and Commune People's Committees to ensure that the WASH component contributes and is integrated in VDPs and commune SEDPs;
- Work closely with the project coordinator to assist PMB in the preparation of project plans and reports to ensure that they are of good quality and timely produced;
- Work closely with the Project Coordinator to provide assistance to the overall project management tasks when needed, such as studies, evaluation, etc.