



RECRUITMENT OF A FINANCE INTERN AT RIKOLTO IN VIETNAM

Background:

Rikolto (formerly VECO/Vredeseilanden) is an international NGO with more than 40 years of experience in partnering with farmer organisations and food chain actors across Africa, Asia, Europe and Latin America. Rikolto runs programmes in 15 countries worldwide through 8 regional offices.

The Vietnamese Regional office of Rikolto is located in Hanoi. Rikolto envisions a world with production and consumption systems that allow poverty and hunger to be eradicated and that do not burden our planet more than it can bear. Therefore, we empower farmer groups to become solid business partners and implement future-proof, sustainable practices. We support them so that their products meet quality standards. We connect them with innovators in the food industry to explore new ways of doing business. In 2017, Rikolto in Vietnam started a 5-year programme named "Supporting Inclusive and Sustainable Agricultural Value Chain Development Benefitting Smallholder Farmers in Vietnam".

We are currently looking for a Vietnamese national for the position of **Finance Intern** based in the Regional Office in Hanoi, Vietnam.

Position Summary: The Finance Intern, under the direct supervision of the Finance Officer, will provide support to the Finance and Admin Unit particularly on the finance filing system according to Rikolto's requirements.

Job size: Full-time

Expected starting date: As soon as possible

Internship duration: 1 year

Benefits: A working allowance and insurance in line with Vietnam's labor laws.

Basic Requirements:

- Student or fresh graduated student
- Be careful, hardworking, responsible
- Good working knowledge of English and Vietnamese, both spoken and written
- Good communication skill
- Computer literate (Microsoft Word and Excel are required)
- Well organized and respectful of deadlines
- Open attitude, flexible and eager to learn

For more details about the responsibilities, requirements of the role, and the job description, please refer to Rikolto in Vietnam's website at: <https://vietnam.rikolto.org/en/news/finance-intern>

How to apply? ** Please send your application letter and detailed curriculum vitae with at least three referees in English before 25 November 2020 by email to:**

Ms. Do Thi Tiep
Rikolto in Vietnam Coordination Office
House No.4, 249A Thuy Khue Compound
Thuy Khue, Tay Ho, Hanoi
Email: tiep.do@rikolto.org

Only shortlisted candidates will be contacted for interviews.