

JOB DESCRIPTION – AFAP Vietnam

Job title: Program/Communications Intern **Duration:** 3-6 months (full time)
Application deadline: 23rd October 2013 **Commencing:** 13th November 2013
Reports to : Program Manager **Location:** Hanoi office & travel to the field

1. WORKING CONTEXT	
<p>AFAP is a secular, not-for-profit, fully accredited Australian non-government organisation (NGO) that was founded in 1968. As its creed “Action on Poverty” suggests, its mission is to be a leading agent for poverty alleviation through innovative, cost-effective and appropriate community-based development. AFAP has successfully worked with local partners to implement development programs in 21 countries across Africa, Asia and the Pacific.</p> <p>In 1995, AFAP was the first Australian NGO to be formally registered to work in Vietnam. Since then, it has partnered with local government, civil society organizations, and vulnerable and disadvantaged communities in 24 provinces, to implement projects within a range of program areas including: livelihoods & food security; climate change & environment; governance & institutional strengthening; health, water & sanitation; and education & social inclusion.</p>	
2. INTERNSHIP SUMMARY	
<ul style="list-style-type: none"> • In their role as program and communications intern, the incumbent will provide programmatic, research, logistical, communications, and administrative support to AFAP’s Representative Office in Vietnam in order to maximize its effectiveness in fulfilling its program objectives. By working within their assigned tasks, the intern will gain in-depth exposure to development sector work (including opportunities to engage in fieldwork and engage in development communications and partnership building) and will benefit from direct experience in program cycle management and implementation. • Specifically, the intern will be responsible for: <ul style="list-style-type: none"> ○ <i>Collecting, filing and undertaking preliminary analysis of qualitative & quantitative data;</i> ○ <i>Writing/proof reading of reports and publications;</i> ○ <i>Drafting and preparing internal & external communication products;</i> ○ <i>Providing input to and assisting the management of AFAP’s online and social media presence;</i> ○ <i>Actively participating in internal and external meetings, ie. by taking minutes or preparing and delivering presentations;</i> ○ <i>Acting as a liaison with local partners/service providers;</i> ○ <i>Providing English/Vietnamese translation and interpreting services as required;</i> ○ <i>Other tasks as deemed necessary and appropriate.</i> • This internship is unpaid, but a monthly internship allowance of US\$150 will be provided. • Applications will be accepted from Vietnamese nationals only. 	
3. AUTHORITY	
N/A	
4. KEY WORKING RELATIONSHIPS	
Internal	External
All staff	AFAP’s partners and stakeholders
5. MAIN AREAS OF RESPONSIBILITY	

Key responsibilities / accountabilities	Key performance indicators
1. Provides support to program administration, operation and reporting	<ul style="list-style-type: none"> ▪ Conducting of research including desk reviews, data collection, and preliminary analysis; ▪ Actively participating in internal and external meetings, ie. by taking minutes, or preparing and delivering presentations; ▪ Requested logistical arrangements for workshops or field trip are undertaken.
2. Provides support to partnership development and proposal writing	<ul style="list-style-type: none"> ▪ Identifies and develops summaries of potential partners and funding opportunities for review by project officers, as appropriate; ▪ Supports project officers in concept note and proposal development, as well as follow up; ▪ Acting as a liaison to local partners/service providers.
3. Supports the organization's communications and outreach tasks	<ul style="list-style-type: none"> ▪ Drafting, preparing and editing internal & external communication products (including written, graphic, or audiovisual); ▪ Providing input to and assisting the management of the organization's online and social media presence;
4. Demonstrates commitment to improving self-capacity for INGO work	<ul style="list-style-type: none"> ▪ Seek and undertake opportunities to improve working knowledge of thematic areas of climate change adaptation and livelihood improvement; ▪ Seek and undertake opportunities to improve capabilities in the use of professional English (written & spoken).
5. Other tasks	<ul style="list-style-type: none"> ▪ English/Vietnamese translation and interpretation services as required by the project officer; ▪ Other tasks as deemed necessary and appropriate.
6. QUALIFICATIONS REQUIRED	
Education: University degree and postgraduate study in social science, environmental science or relevant field.	Work experience: 6 months relevant work experience in the not-for-profit sector or in social or environmental work is preferable.
Technical knowledge/skills <ul style="list-style-type: none"> ▪ Familiarity with two or more of AFAP's thematic areas of work ▪ Previous exposure to project-cycle management ▪ Previous experience in development communications and excellent written & spoken communication skills 	
Language: Intermediate to fluent level of English, fluency in Vietnamese	
Attitude: Self-motivated, outgoing, with a demonstrated commitment to development work.	