



World Agroforestry Centre – Southeast Asia Regional Office Recruiting a Communication Intern in Hanoi, Vietnam.

The World Agroforestry Centre (ICRAF) is one of a network of the Consultative Group on International Agricultural Research (CGIAR). As a global leader in agroforestry research and development, ICRAF's ultimate purpose is to improve human welfare by reducing poverty, increasing cash income, improving food and nutritional security, and increasing environmental resilience through improved agroforestry systems. ICRAF has its headquarters in Nairobi, Kenya and works in 21 countries throughout Africa, Asia and Latin America.

The Position

As a result of expanding work in different projects and CGIAR Research Programs (CRPs), ICRAF Vietnam is seeking an open-minded, dynamic and energetic **Communication Intern**. Under the supervision of the Office Manager, the Communication Intern will have the following duties and responsibilities.

- a) Writing, rewriting, editing communication materials in English and Vietnamese in collaboration with scientific staff and other writers and editors
- b) Collaborating in the development of digital, print, audio and visual communications materials
- c) Assisting the management of ICRAF Vietnam's website (uploading news stories, pictures, etc.)
- d) Maintaining library, photos and publication database; managing ICRAF Vietnam's publication submission to ICRAF Southeast Asia Office
- e) Providing translation/interpretation services when needed.
- f) Perform related tasks as deemed necessary.

Qualifications and Skills Required:

- Must be a Vietnamese national
- A third/fourth year student or fresh graduate in communication or journalism.
- Good command of written and spoken English
- Computer literacy in design and video editing software applications and/ or experience in development communications is a merit
- Self-directed; well-organized; flexible
- Able to manage a range of activities and meet deadlines
- Excellent interpersonal skills and ability to work well in multicultural teams
- Willingness to undertake frequent travel outside Hanoi

Terms of offer

- The contract is for a period of 6 months.
- Budget allowance will be granted to the successful candidate.
- The position will start as soon as possible

Please submit your application with relevant qualifications, experiences, reference and a recent photograph in MS Word or Pdf format (Max. 500 kb), not later than **31 October 2013** to **ICRAF Vietnam Office** via **Email: icraf-vietnam@cgiar.org**

Only short-listed applicants meeting the requirements stated above will be contacted.

ICRAF believes in staff diversity, promotes excellence, and strongly encourages women to apply. We invite you to learn more about ICRAF at our website:

http://worldagroforestry.org/regions/southeast_asia/vietnam