



Towards Transparency (TT)  
TI National Contact in Vietnam  
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## JOB DESCRIPTION

### Project Intern

<b>Job title:</b>	Project Intern
<b>Location:</b>	Ha Noi
<b>Starting Date:</b>	<b>Mid-November</b>
<b>Key Responsibility:</b>	Providing support to communication activities of Youth project
<b>Reporting to:</b>	Youth Integrity Officer
<b>Position Type:</b>	Vietnamese national post, part-time, based at TT office (5 working days/week; 16-20 hours/week)
<b>Contract duration:</b>	3 months, extendable based on performance

#### **Background information:**

Towards Transparency (TT) was established in November 2008 as a Vietnamese non-profit and non-state consulting company. In March 2009, TT became the official National Contact of Transparency International (TI) in Vietnam.

Transparency International (TI) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat is based in Berlin, Germany. In Vietnam, TT has supported the TI Secretariat (TI-S) in Berlin in designing and executing the TI Vietnam Programme 2009-2012: "Strengthening Anti-corruption Demand from Government, Private Sector and Society".

During the past three years, TT has received increasing recognition from national and international stakeholders as a key civil society actor in promoting transparency and accountability in Vietnam. In 2013, TI and TT are beginning the implementation of the next, ambitious phase of the [TI Vietnam programme \(2013-2015\)](#). This work will involve an expanded effort to encourage and support the engagement of civil society organisations, citizens (in particular the youth) and the business sector in addressing corruption. TI/TT will continue contributing to improvements of anti-corruption policy and its implementation through evidence-based advocacy and engagement with government stakeholders.

Currently, TT is looking for a young and motivated Vietnamese student to fill in the Intern position for its Youth project. Supervised by the Youth Integrity Officer, the Intern is expected to provide required supports to help ensuring smooth operation of the Youth project.

<b>Position/Title</b>	<b>Project Intern</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Produce and manage content including but not limited to articles, pictures, clips, quizzes for the Facebook fan pages and YouTube pages of TT’s Youth Project</li> <li>• Interact with audiences of Facebook fan pages and YouTube pages on a daily basis and increase audience engagement</li> <li>• Monitor, analyze and track audience engagement</li> <li>• Assist with production of communications materials targeting youth</li> <li>• Provide translation and editing support, as necessary</li> <li>• Assist with organizing relevant training activities, seminars/workshops for Youth project</li> <li>• Promote youth integrity at relevant spaces and events</li> <li>• Administrative tasks when required</li> </ul>
<b>Job Requirements</b>	<p><b>Skills and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Good competencies in English;</li> <li>• Good communication, presentation and writing skills;</li> <li>• University degree or post-secondary degree (Social sciences, English, Public Administration, Development Studies, Communications, Arts &amp; Design, etc...)</li> <li>• Prior volunteer/internship experience will be a great advantage;</li> <li>• Experience in media production and editing is an asset;</li> <li>• Competency in Microsoft Office Software (MS Word, MS Excel, database) and e- mail; knowledge of interactive digital media production processes and software, taking photo, computer graphics (Photoshop) will be a strong advantage.</li> </ul> <p><b>Personal qualities:</b></p> <ul style="list-style-type: none"> <li>• Strong and demonstrated interest and motivation to anti-corruption</li> <li>• A reputation for and commitment to integrity and honesty</li> <li>• Attentive to detail, diligent and reliable</li> <li>• Comfortable working to tight deadlines at a high level of quality</li> <li>• Open-minded and willing to learn and apply new concepts</li> <li>• A team player with strong interpersonal, inter-cultural and communication skills</li> </ul>
<b>Allowance</b>	VND 2,000,000 net/month
<b>Deadline and application details</b>	<p>Interested candidates should send their application (motivation letter, CV and contact details of 2 references) in English to <a href="mailto:job_intern@towardstransparency.vn">job_intern@towardstransparency.vn</a></p> <p><b>The application should be sent as attachment(s) and clearly marked “Project Intern” in the subject of the email.</b></p> <p><b>The closing date for applications: 4<sup>th</sup> November 2013</b></p> <p><b>Tentative interview schedule: 6-7 November 2013</b></p> <p>Only shortlisted candidates will be notified.</p>