

TERMS OF REFERENCE FOR A PROGRAM INTERN

WITH POSSIBILITY OF BEING PROMOTED TO THE POSITION OF A PROGRAM ASSISTANT (limited time / service contract)

1. Introduction

The Rosa Luxemburg Stiftung (RLS; www.rosalux.de) originated from the registered association "Social Analysis and Political Education" founded in Berlin in 1990. In 1996, it was recognised by the Party of Democratic Socialism (PDS) as its close political education institution. The Party of Democratic Socialism transformed itself into "PDS/Linkspartei", later renamed itself into "Linkspartei" (Left Party) which is one of two parties in Germany that formed the new party "Die LINKE" ("The Left") in 2007. RLS has become a provider of civic education and a centre for progressive social research in both Germany and throughout the world. As one of six party-affiliated political foundations in Germany it supports partners in developing countries striving for social justice, strengthened public participation and economic development. In February 2009, the People's Aid Coordinating Committee (PACCOM) granted the licence for the representative office for Southeast Asia in Hanoi.

In Vietnam, RLS (www.rosalux.vn) embraces the mission of assisting Vietnam's transition to a market economy with socialist orientation embedded. Currently, it is cooperating with approximately 26 partners (e.g. VNU - University of Social Sciences and Humanities in Hanoi and HCMC; Centre for Social Research and Development Hue, Vietnam Union of Friendship Organizations) by funding around 30 projects (including one in Cambodia) on three themes of Sustainable development including Climate change, Social justice, and Dialogue on development models.

In response to the increasing workload, RLS is seeking for a qualified Vietnamese for the position of program intern for six-month duration to join our dynamic team. Based on the work performance and the availability of fund, there is the possibility that the position could be upgraded to Program assistant in April 2014. In that case, RLS will offer the intern a competitive salary scheme based on UN-EU cost norm.

2. Scope of work

Under the supervision of the Project Manager, the Program Intern is responsible for providing assistance to managing RLS-funded projects and other activities of RLS on daily basis. More specifically, the tasks are as follows:

- Provide support in program/project monitoring & evaluation;
- Assist the Project Manager in preparation of program documentation, paper works;
- Providing logistics support in organizing international/national events or fieldtrips;
- Ensure the on-time submission of required outputs from partners and properly filing the outputs electronically and physically;
- Provide interpretation/translation support in case of need;
- Other tasks upon request.

3. Qualification Requirement

- Committed Vietnamese citizen;
- University degree;
- Practical working experience at international organization(s);
- Understanding and experiences in project administration, backup support, cost norms, procurement, budgeting, procedures and payments settling with clients and partners;
- Proactive and creative in solving problems;
- Ability to work independently and with a team
- Good organizing skills and interpersonal skills
- Good command of English
- Good computer skills in MS-applications (Word, Excel, Internet, Email)
- Willing to travel to other provinces or abroad.

4. Working conditions & benefit

- Contract Duration: RLS offers a six-month contract with the possibility that the intern will be upgraded to Program assistant.
- No salary can be provided during the internship.
- In case of promotion to the position of Program Assistant a competitive salary package and other benefits can be granted in accordance with the RLS salary scheme (from April 2014 if fund available, tentatively limited until end of March 2015).
- Desired starting date: mid-February 2014.
- Work location: Hanoi. If promoted to Program Assistant travels to provinces may be required.
- Dynamic, international and diverse working environment.
- Learning opportunities and support letter upon request.

5. Application requirement

- Most updated CV with two references;
- Motivation letter (one page long) addressing two questions:
 - Why are you suitable for this position?
 - What will you do in the first two weeks if recruited?
- Deadline of submission: 30th January 2014 to the below mentioned e-mail address;
- Tentative interview schedule for short-listed candidates: 11th February 2014;
- Further information can be obtained at RLS website at <http://www.rosalux.vn>.

Contact person: Mr. Nguyen Van Tung - Project Manager - at the e-mail address nguyen.tung@rosalux.vn

Please refrain from phone inquiries.

We only consider applications meeting all above required conditions.