



Terms of Reference

Communications & Programme Assistant

Spark Center for Social Entrepreneurship Development (Spark Center) in Viet Nam is currently a non-governmental organization. Spark is active in the promotion of business solution addressing social and environment issues.

Spark is looking for a full time energetic Communication/Programme Assistant

Duration: 12 months, with possibility of extension (expected starting date from late August 2014)

Specific Duties and Responsibilities:

Communication Assistant

- Ensure effective communication for Spark
- Coordinate with other staff to collect and prepare inputs for communications materials (articles, stories, reports, newsletters and other publication), and support the dissemination of these materials
- Maintain Spark Center's library, image/video database, website
- Update Spark activity on social media networks
- Support Programme Manager in fund raising activities

Programme Assistant

- Attend meetings, take notes and prepare minutes
- Assist Program Officer in preparing and conducting programme activities
- Work with related stakeholders for the collection of necessary information (surveys, questionnaires and interviews, etc.)
- Provide other translation, interpretation and administrative support as required

Desired Qualifications:

- Hold a Bachelor degree in one of the following areas: Business Administration, Economics, Social Studies, marketing, Communications, or related fields
- Experience in media or as communications professional
- Passion for social entrepreneurship for poverty reduction
- Good organization skills and reporting skills
- Excellent written and spoken skills in both Vietnamese and English
- Be proactive and creative with good team work and networking skills
- Good computer skills, familiar with Microsoft Office applications



How to apply:

- Interest Vietnamese candidates should send her/his recent CV and a cover letter to sparkvn@spark.org.vn (mark "Application for the post of Communications & Programme Assistant" in the subject) by August 8th, 2014
- Acknowledgements will be sent to short-listed applicants only