



Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA's Vietnam Programme is primarily based on Mine Action and runs 03 projects in Hue and Quang Tri with more than 130 staff in all offices national wide.

NPA Vietnam is inviting fresh graduates and new enthusiastic admin workers who are interested to work to learn in an active, challenging, international, humanitarian working environment at NPA Vietnam to apply for the position of an intern at - NPA National Office in Ha Noi. This post holder will receive full guidance, coaching and hand-on training from NPA HR-Admin Manager and other colleagues.

Duties to be trained/coached to do

- Be receptionist for NPA HN office, handle all incoming/outgoing telephone calls, faxes, letters, postal packages
- Be responsible for general office coordination, including maintaining office calendar for meetings, coordinating office car schedule, supervising housekeeping service
- Provide interpretation to NPA expats and visitors and translation of office documents
- Ensure proper office supplies, maintenance of office equipment
- Assist in booking and coordinating travel arrangement for NPA expats, visitors (including visas, air-tickets, accommodation and other arrangements); assist in organizing meetings, trainings and events
- General secretarial work as typing, photocopying, drafting documents and filing
- Assist in logistics matters including getting quotations for office/project equipment/furniture/supplies procurement, checking inventory, coding assets, ensuring car logbook/services recorded

Internship duration: 6 months, starting from 11 August 2014

Benefits: Health-Accident Insurance, Allowance, details to be advised in interview

Required qualifications:

- BA graduate, major in English
- Sound interpersonal and communication skills
- Computer literacy
- Good sense of keeping track jobs to be done and keen on following up until jobs done well
- A good team player as well as an independent worker

Interested candidates are invited to submit a CV, a cover letter, a copy of related certificates, diplomas to NPA via e-mail address nganguyen@npaid.org. The closing date for applications is **6th August 2014 at 5 pm**. Only short-listed candidates will be notified.