

Terms of Reference

Intern: Communication & Admin 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 intern Communication/Admin Assistant

Duration: 6 months, with possibility of extension (expected starting date in February 2015)

Specific Duties and Responsibilities:

Communication Assistant

- Ensures effective communication for Spark
- Coordinates with other staff to collect and prepare inputs for communication materials (articles, stories, reports, newsletters, and other documents), and support the dissemination of these materials
- Maintains Spark Center's library, image/video database, website
- Updates Spark activity on social media networks
- Supports Spark's Director in collecting information for fund raising activities

Admin Assistant

- Arranges logistic for Spark events, activities and daily operation in office
- Assists Finance Officer in transactions related to Bank, Tax or Insurance
- Provides translation, interpretation and administrative support as required
- Supports to Financial Officer for all procurements by Spark and ensures a good maintenance & control of office equipment & supplies, and inventory in place;

Desired Qualifications:

- Hold a Bachelor degree in one of the following areas: Business Administration, Economics, Social Studies, Marketing, Communications, or related fields
- Some experience in media or as communications professional
- 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

Application procedure:

- Interested Vietnamese candidates are invited to send the update CV and the letter of interest in English to: sparkvn@spark.org.vn by January 28th, 2015.
- Acknowledgements will be sent to short-listed applicants only