



Internship Terms of Reference

Ngo/Institution: GRUPPO TRENINO DI VOLONTARIATO (GTV- ITALY)
Country: Vietnam
Objective: To support GTV activities within Sponsorship Program and other projects
<p>Description: GTV, a non-profit humanitarian aid organization working to reduce poverty, inequality and injustice, and to promote sustainable development, is now searching for an Intern who will assist GTV Project Coordinator, Program Manager and GTV Country Representative in Vietnam.</p> <p>Specifically, the Intern will be responsible for giving support to the senior staff in ensuring successful and effective project activities and will be in charge of providing coordination and organizational support as follow:</p> <p><u>In relation to accounting/office administration:</u></p> <ul style="list-style-type: none"> • Assist in all office administrative duties; • Assist in preparation of all projects' financial reports, quarterly fund request to submit to the head quarter in Italy, accounts payable and receivable, budgetary work includes entries in the accounting system. <p><u>In relation to Sponsorship Programme:</u></p> <ul style="list-style-type: none"> • Assist in all Sponsorship related activities: • Undertake all logistic supports • Communicate with local partners and beneficiaries for meetings and related events; • Write letters to send to local partners and beneficiaries' family; • Undertake visits to program site (Sơn Động district, Bắc Giang province) and beneficiaries' family for monitoring and evaluation and to conduct need assessment of new beneficiaries; • Prepare new dossiers to send to the headquarter in Italy; • Translate exchanged letters (Vietnamese- English/Italian) to send to the sponsors and beneficiaries; • Prepare fund request to send to the Program Manager. <p><u>In relation to other projects:</u></p> <ul style="list-style-type: none"> • Assist in the management of the logistics of and coordinating content development for meetings and other project-related events; • Communicate with project partners and stakeholders for meetings and other project-related events; • Liaise between project partners and project staff to optimize access and to ensure timely organization and facilitation of activities relate to project implementation;

- Data collection;
- Assist in project and event planning and management;
- Assist in coordination and monitoring of project activities and budget;
- Prepare supporting documents;
- Translate documents from Vietnamese to English/Italian and vice versa when necessary;

Final Outputs: Provide final report on internship activity.

Location: Office based in Hanoi (with required field trips to project sites, mainly in Sơn Động district, Bắc Giang province)

Duration: Min. 3 months

Requirements: Bachelor degree in the areas of Social Development, Foreign Languages (English, Italian) or another related field.

- Excellent knowledge of Vietnamese, English and Italian (knowledge of Italian is an advantage) in verbal and written form

- Strong verbal and written communication skills in English and Vietnamese

- Computer literacy skills (Microsoft Word and Excel)

- Willingness to travel, work overtime under pressure, very flexible, patient and with a positive attitude; self-motivated, committed and punctual.

- Dynamic and willing to take initiative to complete tasks assigned

DESIRABLE COMPETENCES

Experience abroad

Conditions: Min. 3 months

Allowance: VND 600,000/month

Tutor: Luca Penasa, GTV Vietnam Country Representative

How to apply: Interested applicants should send a cover letter and a full CV in English to:

Ms. Võ Thị Nguyệt Quế, GTV Country Representative

que.vo@gtvonline.org

GTV Office: Số 8, phố Từ Hoa, Quảng An, Tây Hồ, Hà Nội

Closing date: 31st January 2015

The short-listed applicants will be contacted for interviews. Please no telephone contact after submitting the application.