

TERM OF REFERENCE

Position: Intern - Communication cum Admin Assistant

(Re-advertise)

Spark Center for Social Entrepreneurship Development (Spark Center) in Viet Nam is 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 cum Admin Assistant

Duration: 3 months with possibility of extension (expected starting date: as soon as being recruited)

Specific Duties and Responsibilities:

- *Communication Task:*
 - ✓ 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's activities on social media networks
 - ✓ Supports Spark's Director in collecting information for fund raising activities
- *Admin Task:*
 - ✓ Arranges logistic for Spark events, activities and daily operation in office
 - ✓ Assists Finance Officer in all procurements and transactions related to Bank, Tax or Insurance
 - ✓ Provides translation, interpretation and administrative support as required
 - ✓ 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 skill and reporting skill
- 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 June 5th, 2015. Acknowledgements will be sent to short-listed applicants only