

## **TERMS OF REFERENCE**

### **Intern Position**

#### **Organization Background**

Founded in Vietnam in 2011, RED Communication is a non-governmental organization and acting as a pioneer in development communication in Vietnam. RED Communication strives toward a fair society where legal rights are guaranteed and people's livelihoods improved.

It uses the power of communication to achieve optimal results from development programmes with its main working themes including Research and Application solutions and Innovation in development communication; Communication capacity development through advisory and training services; Popularizing knowledge, legal practices and communication relating to development issues; and linking communication with development.

#### **Internship Program**

RED Communication internship program is opening a door to welcome talented and dynamic students, or newly graduates to a challenging, but rewarding an opportunity to work in a multi-cultural and professional organization. The experiences that you will gain at RED Communication will help you to develop your future career.

We are currently looking for **one fulltime National and International intern**, one will supporting for RED Communication. The internship placements will be based at RED Communication office in Hanoi.

#### **Key Responsibilities**

- Translating documents in terms of Communications, Policy, Advocacy and other fields, as required;
- Providing interpretation for foreign advisor and donors when required;
- Supporting on preparation logistic for the training courses, workshops and events;
- Taking minutes to meetings, conferences, etc.
- Supporting in doing research, filing and synthesizing information.
- Accompanying RED Communication staff to fieldtrip when required;
- Supporting other tasks if required.

## Qualification Requirements

- Bachelor degree or Under-graduated,
- English fluency is mandatory;
- Experience in translating and interpreting;
- Interest in and Career-Oriented on Communications and Policy
- Good at communication skills;
- Good at computer skills: Microsoft Office and other graphic designing/visual affect software (Adobe Photoshop CS6, Corel, Illustrator, etc)
- Good at photographing, filming
- Willing to frequently travel to project sites and commit to work in development, non-profit fields when required.

## How to Apply

Candidates are encouraged to submit their application, including a Cover Letter (in English), CV in English and copies (notarization not required) of relevant Degree (if any) by **31<sup>st</sup> July** via email [center@red.org.vn](mailto:center@red.org.vn). Application sent by post is not preferable.

Only those candidates that are short-listed for interview will be notified. Applications will not be returned.

For further information, please visit our website at [www.red.org.vn](http://www.red.org.vn)