



Kenan

INTERN REQUEST

INTERNSHIP INFORMATION:

Working office location

Unit M-03, M Floor, Sofitel Plaza Hotel Hanoi, No. 1 Thanh Nien street, Ba Dinh District, Hanoi

Job descriptions

The internship student will provide comprehensive support for project implementation. His/Her main tasks are to translate project documents (English and Vietnamese) and support for project administrative work.

Internship duration: 2 -3 months.

Work benefits

- Be provided with professional training on job
- Build network in the business sector
- Reference letter for good performance
- Develop project management skills
- Others:

- Get monthly allowance:
Amount: 100,000 vnd - 250,000 vnd/day level under graduated student and master students in the international universities, outside Vietnam.

Personal Leave: 1 annual leave day per working month.
Holiday as said in VN labor codes.

Contact information (from Intern's Supervisor)

Kieu Anh Phan
Program Manager – Vietnam
Kenan Foundation Asia

Hanoi Office
Unit M-03, M Floor
Sofitel Plaza Hotel Hanoi
No. 1, Thanh Nien Street
Ba Dinh District, Hanoi, Vietnam
Tel./Fax.: 84-4 3715 1777
Email: kieuanh@kenan-asia.org

INTERN REQUIREMENTS:

Major - Describe the expected major(s) that you require your intern to study in

The internship student will perform multi-tasks, assigned by Country Program Manager and project supervisor, including but not exclusively to:

- Translate documents and interpreter from English-Vietnamese & Vietnamese-English
- Assist project staff in implementing project administrative work such as:
 - Get quotations for training rooms and prepare vendor comparison.
 - Make photocopies of training documents.
 - Prepare training attendance sheets and support for monitoring trainees' participation.
 - Support in prepare stationaries for trainings
 - Development of training/workshop video clips.
 - Design training/workshop backdrops, standees, posters, etc.



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- Do reception work when required
- Take notes of meetings
- Do project filing

Competency - Describe the expected professional or academic level of the intern that you would prefer

- Bachelor's degree or current college student in Business Administration or related fields (Master's students are welcome to apply)
- Business professional proficiency with both English and Vietnamese
- Good planning & well organized
- Good communication and interpersonal skills
- Multi-tasking with prioritization skills.
- Relevant previous work experience preferred

Foreign Languages - Please indicate your preferred foreign languages in the list below:

- English
 Japanese
 Korean
 Others Please specify: _____

ORGANIZATION INFORMATION

Organization Name

Kenan Foundation Asia

Address

Unit M-03, M Floor, Sofitel Plaza Hotel Hanoi, No. 1 Thanh Nien street, Ba Dinh District, Hanoi

Phone Number

+844 3715 1777

Email

kieuanh@kenan-asia.org

Website

www.kenan-asia.org

Organization Overview

Kenan Foundation Asia is a knowledge and capacity building organization implementing results-oriented, social and economic development programming on a not-for-profit basis. With our headquarters in Bangkok, we conduct activities in Cambodia, Lao PDR, Myanmar, Thailand and Vietnam, as well as regional activities in Southeast Asia. Our focus areas include business and economic development, education, public health, and corporate social responsibility.