



JOB DESCRIPTION – AFAP Vietnam

Job title: Communications Intern
Reports to: Communications and Fundraising Officer

Duration: 06 months (full-time)
Commencing: August 2016
Location: Hanoi office with travels to the fields

1. WORKING CONTEXT	
<p>AFAP is a secular, not-for-profit, fully accredited Australian non-government organisation (NGO) that was founded in 1968. As its creed “Action on Poverty” suggests, its mission is to be a leading agent for poverty alleviation through innovative, cost-effective and appropriate community-based development. AFAP has successfully worked with local partners to implement development programs in 21 countries across Africa, Asia and the Pacific.</p> <p>In 1996, AFAP was the first Australian NGO to be formally registered to work in Vietnam. Since then, it has partnered with local government, civil society organizations, and vulnerable and disadvantaged communities in 24 provinces, to implement projects within a range of program areas including: livelihoods & food security; climate change & environment; governance & institutional strengthening; health, water & sanitation; and education & social inclusion.</p>	
2. INTERNSHIP SUMMARY	
<ul style="list-style-type: none"> • In their role as communications intern, the incumbent will provide logistical, communications, and administrative support to AFAP’s Representative Office in Vietnam in order to maximize its effectiveness in fulfilling its program and fundraising objectives. By working within their assigned tasks, the intern will gain in-depth exposure to development sector work (including opportunities to engage in fieldwork and engage in development communications and partnership building) and will benefit from direct experience in program cycle management and implementation. • Specifically, the intern will be responsible for: <ul style="list-style-type: none"> ○ <i>Writing/proofreading of reports and publications;</i> ○ <i>Drafting and preparing internal & external communication products for fundraising purpose;</i> ○ <i>Providing input to and assisting the management of AFAP’s online and social media presence;</i> ○ <i>Actively participating in internal and external meetings, ie. by taking minutes or preparing and delivering presentations;</i> ○ <i>Acting as a liaison with local partners/service providers;</i> ○ <i>Providing English/Vietnamese translation and interpreting services as required;</i> ○ <i>Other tasks as deemed necessary and appropriate.</i> • This internship is unpaid, but a monthly internship allowance of USD 150 will be provided. • Applications will be accepted from Vietnamese nationals only. 	
3. AUTHORITY	
N/A	
4. KEY WORKING RELATIONSHIPS	
Internal	External
All staff	AFAP’s partners, stakeholders, and service providers

5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities / accountabilities	Key performance indicators
1. Supports the organization's communications, outreach and fundraising tasks	<ul style="list-style-type: none"> ▪ Drafting, preparing and editing internal & external communication products (including written, graphic, or audio-visual) for fundraising purpose; ▪ Providing input to and assisting the management of the organization's online and social media presence.
2. Provides support to partnership development and proposal writing	<ul style="list-style-type: none"> ▪ Identifying and developing summaries of potential partners and funding opportunities for review by project officers, as appropriate; ▪ Supporting project officers in concept note and proposal development, as well as follow up; ▪ Acting as a liaison to local partners/service providers.
3. Provides support to program administration, operations and reporting	<ul style="list-style-type: none"> ▪ Conducting of research including desk reviews, data collection, and preliminary analysis; ▪ Actively participating in internal and external meetings, ie. by taking minutes, or preparing and delivering presentations; ▪ Requested logistical arrangements for workshops or field trip are undertaken.
4. Demonstrates commitment to improving self-capacity for INGO work	<ul style="list-style-type: none"> ▪ Seeking and undertaking opportunities to improve working knowledge of thematic areas of climate change, sustainable livelihood models, and governance; ▪ Seeking and undertaking opportunities to improve capabilities in the use of professional English (written & spoken).
5. Other tasks	<ul style="list-style-type: none"> ▪ English/Vietnamese translation and interpretation services as required by the project officer; ▪ Other tasks as deemed necessary and appropriate.
6. QUALIFICATIONS REQUIRED	
Education: University degree in social science, communications or relevant field.	Work experience: at least 6 months of relevant work experience in the not-for-profit sector or in communicational work is preferable.
Technical knowledge/skills:	
<ul style="list-style-type: none"> ▪ Previous experience in development communications and excellent written & spoken communication skills; ▪ Previous experience in story writing and creative products; ▪ Familiarity with design software & photography skill; ▪ Familiarity with AFAP's thematic areas of work. 	
Language: Fluent level of English and Vietnamese, both spoken and written.	
Attitude: Self-motivated, creative, outgoing, with a demonstrated commitment to development work.	