



JOB DESCRIPTION

Communications Intern

Job title:	Communications Intern
Location:	Hanoi
Starting Date:	8/3/2017
Key Responsibility:	Provide support to TT's organisational communications
Reporting to:	Communications Officer
Position Type:	Vietnamese national post, part- time
Contract duration:	8/3 - 31/5/2017

Background information:

Transparency International (TI) is the global civil society organisation working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat (TI-S) is based in Berlin, Germany.

Towards Transparency (TT) is a Vietnamese non-profit and non-government consulting company that was established in 2008 to contribute to national efforts to prevent and fight against corruption and promote transparency, integrity and accountability in Vietnam. In March 2009, TT became the national contact of TI in Vietnam and has since coordinated three TI Vietnam Programmes consecutively (2009 - 2012, 2012 - 2015 and 2016 - 2018).

Currently, TT is looking for a motivated Vietnamese young person to fill in the Communications Intern. Supervised by the Communications Officer, the Communications Intern is expected to be **creative, collaborative, attentive to details, hard working, and knowledgeable about web-based media.**

While assisting with a wide range of projects, the Communication Intern will gain hands-on experience and trainings in many aspects of communications and development, as well as improved understanding of a nonprofit organization.

Position	Communications Intern
Responsibilities	<p>1. TT's usage of social media (Facebook, Youtube, Linked In) to engage audience and keep them updated of TT's current and future activities</p> <ul style="list-style-type: none"> ○ Assist with creation and production of text and visual content for TT's existing social media accounts. ○ Assist with posting contents on these platforms, based on schedule as agreed with the supervisor. <p>2. Website administration</p> <ul style="list-style-type: none"> ○ Update online event calendar on the web. ○ Update photo gallery (via Flickr). ○ Assist the Communications Officer with drafting articles for the web. ○ Provide translation of web content as assigned. <p>4. Events that TT hosts or collaborates to organize</p> <ul style="list-style-type: none"> ○ Assist with creating, tracking and reporting event's online information, in particular on Facebook and TT's website. ○ Support with exhibition of TT's publications and promotional materials. ○ Take quality photos for communicational purposes. ○ Assist with communicating with media and other stakeholders (via e-mail, phone, post) before, during and after the event. ○ Other logistic support as assigned. <p>5. Monitoring and Evaluation of TT's communications</p> <ul style="list-style-type: none"> ○ Provide weekly media tracking of TT/TI and report to the Communications Officer. ○ Provide relevant staff with specific tracking of critical events. <p>6. Support with internal communications and in-house designing</p> <ul style="list-style-type: none"> ○ Provide staff with communication templates and guidelines to ensure consistency of TT's visual identity. ○ Provide staff with layouting for working documents, policy paper and reports that complies with TT's visual identity. ○ Support with TT's inventory management, especially of publications and promotional materials. ○ Assist with management of TT's photo gallery.
Job Requirements	<p>Skills and Qualifications:</p> <ul style="list-style-type: none"> ○ Excellent English, both verbal and written. ○ Proven capacity to perform digital media skills (graphic designing, clip making, photography) is a strong asset. ○ Familiar with web-based content managing ○ Excellent computer skills with experience in Social Media and MS Office (MS Words, MS Excel, MS Power-point, Outlook). ○ Internship experience in development work is a strong advantage. ○ Interested applicants should be students studying a relevant undergraduate degree (Social sciences, English, Business, Law, Development Studies, Communications); graduate applicants are also welcomed. <p>Personal qualities:</p> <ul style="list-style-type: none"> ○ Strong and demonstrated interest and motivation to anti-corruption ○ Commitment to integrity and honesty ○ Attentive to detail, diligent and reliable ○ Comfortable working to tight deadlines at a high level of quality ○ Open-minded and willing to learn and apply new concepts ○ A team player with strong interpersonal, inter-cultural and communication skill
Allowance, benefits and other information	<p>The communication internship is for those who are serious about pursuing their career path in communications / marketing / non-profit / development field. The intern is expected to work 25 hours a week within our official working time (8.00 AM - 6.00 PM, Monday to Friday).</p> <p>Allowance: 3,000,000 / month.</p> <p>Interested candidates should send their motivation letter, CV and contact details of 3 references in English to hr@towardstransparency.vn before 17.00 (Hanoi time), 28 Feb 2017.</p>