



JOB DESCRIPTION

AFAP Vietnam Operations Intern

Effective date: February 2018
Duration: 06 months (extendable), full-time
Location: Hanoi office with possible travels to project areas
Reports to: Operations Officer

1. Work Context

Established in 1968 as The Australian Foundation for the Peoples of Asia and the Pacific Limited (AFAP), our organisation has recently adopted a new name – Action on Poverty (AOP). AOP is a fully-accredited, secular Australian organisation that empowers local changemakers to break the cycle of entrenched poverty in their communities. For nearly 50 years, AOP has successfully worked with local partners to implement cost-effective development programs in 20 countries across Africa, Asia and the Pacific.

AFAP Vietnam is the representative office of AOP. AFAP Vietnam has been working with poor communities in 9 provinces across the country since 1989 and became registered in Vietnam in 1996. Our program focuses on improving health, income generation, good governance, social monitoring, food security and resilience to the effects of climate change. AFAP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers and local authorities to civil society organisations (CSOs) and vulnerable communities.

2. Summary

The purpose of this internship is to provide logistical and administrative support to AFAP offices in Vietnam in order to maximise its efficiency and effectiveness in fulfilling its program and operational objectives. By working within assigned tasks, the intern will gain in-depth exposure to development sector work (including opportunities to engage in fieldwork and engage in partnership building) and will benefit from direct experience in program cycle management and implementation.

The intern will work closely with the Operations Team of AFAP Vietnam and provide multi-faceted administrative support to its offices and staff including office management, reception and administration, logistical support to programs and projects, procurement and contracts management, translation and interpretation, and other support.

The internship is unpaid. A monthly internship allowance of US\$150 will be provided.

3. Authority

N/A

4. Key Work Relationships

Internal	External
<ul style="list-style-type: none">▪ Operations Team▪ Other staff in AFAP Vietnam	<ul style="list-style-type: none">▪ Service providers and contractors▪ Other partners and stakeholders of AFAP

5. Main Areas of Responsibility

Key Responsibilities	Specific Tasks
1. Support reception, administration and office management tasks	<ul style="list-style-type: none">▪ Act as a receptionist, handle phone calls and correspondences;▪ Maintain well-organised, proper and effective office filing system;▪ Support procurement activities and act as a liaison with service providers;▪ Participate in organising occasional office events and activities;▪ Undertake requested logistical arrangements for field trips, workshops, trainings or meetings, including required bookings of flights and accommodation.
2. Provide support to other departments	<ul style="list-style-type: none">▪ Provide timely, efficient and appropriate supports to other staff and departments so that they can work effectively;▪ Provide English/Vietnamese translation and interpretation as required;▪ Actively participating in internal and external meetings, ie. by taking minutes, or preparing and delivering presentations;▪ Conduct researches including desk reviews, data collection, and preliminary analysis as required;▪ Provide effective support to the compilation of office, program and project documents as requested, including correspondences, Memorandums of Understanding, proposals and reports, etc.

- 3. **Demonstrate commitment to improving self-capacity for INGO work**
 - Actively seek and undertake opportunities to improve work knowledge of thematic areas of climate change, sustainable livelihood models, and governance;
 - Actively seek and undertake opportunities to improve capabilities in the use of professional English (written and spoken).
- 4. **Others**
 - Other tasks as deemed necessary and appropriate.

6. Required Qualifications

- Education**
- University Degree and/or equivalent professional qualification, preferably in business administration or English.

- Work experience**
- At least 6 months of relevant experience in administration and operations work is preferable;
 - Experience in not-for-profit sector is preferable.

- Technical knowledge and skills**
- Good communication skills in Vietnamese and English, both spoken and written;
 - Advanced translation and interpretation skills;
 - Office administration and secretarial support skills are preferable;
 - Proficiency in Microsoft Suite (Word, Excel, Power Point);
 - Familiarity with AFAP's thematic areas of work is an asset.

- Languages**
- Advanced English speaking and writing;
 - Fluent Vietnamese.

- Attitude**
- Detail-oriented
 - Diligent, proactive and independent
 - Friendly and supportive

- Adherence to**
- Poverty and injustice eradication
 - Gender equality