

Intern for Operation team

Title: Intern

Program: USAID Linkages for Small and Medium Enterprises (LinkSME) Project

Location: Ho Chi Minh city, Vietnam

Duration: 2-3 months, tentatively from February 2019

IESC – the International Executive Service Corps – is a U.S.-based nonprofit that seeks private enterprise solutions to problems of poverty in developing countries and around the world. By providing a mix of technical assistance and volunteer expert support, IESC works with emerging industries, financial institutions, and governments to stabilize economic environments, increase opportunity, and promote growth. We have completed over 25,000 projects in more than 130 countries worldwide.

IESC is seeking an Intern for the USAID-funded Linkages for Small and Medium Enterprises (LinkSME) Project in Vietnam. The five-year Project links Vietnamese SMEs with foreign firms already operating in and exporting from Vietnam in order to integrate SMEs into the global value chain and accelerate domestic SME growth. The USAID LinkSME Project will create systemic changes in business relationships between Vietnamese SMEs and foreign firms, as well as significant increases in the quantity and/or quality of business linkages between Vietnamese SMEs and foreign firms.

Under the direction of the Director of Finance and Administration, the Intern is assumed to support full-time and be based in Ho Chi Minh city.

DUTIES AND RESPONSIBILITIES:

Specific responsibilities include, but are not limited to:

- Answering the telephone, receiving and greeting guests/visitors;
- Sending, receiving, and recording correspondence;
- Maintaining an effective office correspondence and filing system, including copying, scanning documents, and managing the document courier service as necessary;
- Assisting in transcribing, formatting and/or editing project documents;
- Supporting in inventory management for HCMC office;
- Conducting necessary procurements for HCMC office including stationery supplies and/or equipment as required following USAID LinkSME policies and procedures and USAID rules and regulations;
- In collaboration with Project Accountant, the position will handle petty cash management for HCMC office to ensure efficiency of operations and compliance with the LinkSME Financial Manual, maintain accurate and organized records, and prepare monthly petty cash reconciliation;
- Assisting in providing logistic support for booking travel and accommodations for staff and consultants, and in processing required travel requests;

- Assistance in compiling and maintaining travel and visit schedules for technical staff;
- Assistance in following up on and expediting deliverables and inputs from staff members;
- Providing assistance in preparing logistics for meetings and workshops when required; and
- Other duties when required.

QUALIFICATIONS:

- Vietnamese national currently undertaking postgraduate/bachelor studies. A bachelor/master's degree is an asset.
- Experiences in an intercultural and multi-lingual context gained by way of internships, academic exchanges, volunteers or extra curriculum activities are preferred (a recommendation from the university/reference check may be required).
- Fluency in English language, including reading, writing and speaking skills.
- Computer skills and experience on formatting/editing documents (excel, word, power point, outlook) are preferred.
- Cheerful attitude, detail-oriented, excellent interpersonal and communication skills and ability to work on a team.
- Ability to work independently, prioritize tasks and to take initiative.

ALLOWANCE

- Professional and international working environment
- Telephone allowance up to VND 340,000/month

Please apply to hr.linksme@gmail.com and put the title of the position you are applying for in the subject line. IESC is an Equal Opportunity Employer. Please note that this position is intended for a Vietnamese national or a person with legal residency and work eligibility in Vietnam. CV and letter of interest should be in English. Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **COB February 15, 2019** are strongly encouraged.