



# JOB DESCRIPTION

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## Action on Poverty in Vietnam

### Program Intern

<b>Effective date:</b>	May 2019
<b>Duration:</b>	06 months (extendable), full-time
<b>Location:</b>	Hanoi office with frequent travels to project areas
<b>Reports to:</b>	Senior Program Officer/Program Support Officer

### 1. Work Context

Action on Poverty (AOP), previously known as the Australian Foundation for the Peoples of Asia and the Pacific (AFAP), is an independent, secular, fully-accredited Australian non-profit organisation. AOP empowers local changemakers to break the cycle of entrenched poverty in some of the poorest communities in Africa, Asia and the Pacific. From teaching an Ethiopian family to grow their own food to sending Cambodian girls to school, we target communities with their own vision for change, and help them make the largest impact possible.

We have worked in Vietnam since 1989 and proudly registered as the first Australian NGO in the country in 1996. Our programs focus on health improvement, income generation, good governance, social monitoring, food security and climate resilience enhancement. By partnering with a broad range of stakeholders, including governmental authorities, CSOs and local communities, AOP has supported thousands of vulnerable and disadvantaged people living across 20 provinces in Vietnam.

### 2. Summary

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

The intern will work closely with the Program Team of AOP in Vietnam and provide multi-faceted support to its program and projects including administrative and logistical support, translation and interpretation, researching, reporting, monitoring and evaluation, program communications, and other support.

The internship is unpaid. A monthly internship allowance of VND 3,500,000 will be provided.

### 3. Authority

N/A

### 4. Key Work Relationships

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Internal	External
<ul style="list-style-type: none"><li>▪ Program Team</li><li>▪ Other staff of AOP in Vietnam</li></ul>	<ul style="list-style-type: none"><li>▪ AOP's partners and stakeholders</li><li>▪ Service providers and contractors</li></ul>

### 5. Main Areas of Responsibility

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Key Responsibilities	Specific Tasks
<b>1. Support program administration and operations</b>	<ul style="list-style-type: none"><li>▪ Maintain well-organised, proper and effective filing system of program reports and documents;</li><li>▪ Undertake requested logistical arrangements for field trips, workshops, trainings or meetings;</li><li>▪ Act as a liaison with local partners/service providers;</li><li>▪ Participate in organising occasional office events and activities;</li><li>▪ Actively participating in internal and external meetings, ie. by taking minutes, or preparing and delivering presentations;</li><li>▪ Provide logistical and language support to expatriate staff and visitors, accompany them during field trips;</li><li>▪ Provide English/Vietnamese translation and interpretation as required.</li></ul>
<b>2. Support researching, reporting and program communications</b>	<ul style="list-style-type: none"><li>▪ Conduct researches including desk reviews, data collection, and preliminary analysis;</li><li>▪ Provide assistance in drafting and preparing project proposals, reports, communications products and publications;</li><li>▪ Communicate with local and national partners to facilitate reporting, monitoring and evaluation;</li><li>▪ Actively seek new ideas and initiatives to improve the outcomes and effectiveness of programs and projects;</li><li>▪ Engage in other program activities and field trips.</li></ul>

- 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 social science/social studies.

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

- Technical knowledge and skills**
- Project management skills;
  - Report writing skills;
  - Previous experience in research activities is an advantage;
  - Good translation and interpretation skills;
  - Good communication skills in Vietnamese and English, both spoken and written;
  - Proficiency in office software (Microsoft Outlook, Word, Excel, PowerPoint) and the internet;
  - Familiarity with AOP's thematic areas of work is an asset.

- Languages**
- Fluent in English and Vietnamese, both spoken and written.

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

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