



Project Assistant Intern

About Kenan Foundation Asia

The Kenan Foundation Asia is a leading Thailand-based, nonprofit organization serving the sustainable development needs of Thailand, as well as Cambodia, Myanmar, Vietnam, and Lao PDR. Kenan Foundation Asia believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand, Vietnam and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future.

Our present project

With Boeing Technology Enhance Learning in Vietnam project, Kenan conducts in-depth research in education areas and pilot the STEM model. Our goal is to implement STEM curriculum in the classroom, and improve student knowledge of math and science. The Boeing TEL Vietnam project will improve STEM education in Hanoi schools, as well as all Vietnam schools in the future, by integrating project-based learning with technology platforms. The project focuses on improving science and math outcomes by focusing on teachers, while also engaging students and school leaders.

With YSEALI project, Kenan conducts the “Improving Leadership skills and Global Citizenship for Youth in Vietnam” workshop trainings in 15 provinces in Vietnam. Our goal is to strengthen the capacity of Vietnamese youth in leadership skills and global citizenship in the context of integration and globalization to contribute to addressing challenges locally, in the region, and around the world. Each 2-day workshop will be conducted in 1 province to provide knowledge of global citizenship, leadership skills, critical thinking, basic rights and obligations of young people as well as to Practice building and presenting community development project proposals related to 4 topics on Environment, Education, Health, Economics / Entrepreneurship (Meaningful project proposals and The most feasible will receive a grant to implement).

Position Job Description

Position		Division
Project Assistant - Fulltime Intern		Vietnam Office
Section/Unit	Vietnam Office	
Reports to	Country Program Manager, Vietnam	
Subordinates	None	
Place of Work	Kenan Hanoi and travel as needed	
Contract Duration	6 Months with promotion to permanent staff for the outstanding performance	
Overall responsibilities	Under the overall management of the Country Program Manager Vietnam, the Project Assistant will work under direct daily supervision of the assigned Project Manager(s). S/he will be responsible for supporting in capacity building training, reporting; carrying the administration and logistic arrangements required for training, forums; and participate in project developments and activities.	
Key tasks and responsibilities	<ol style="list-style-type: none">Handle administrative activities<ul style="list-style-type: none">Conduct secretarial and administrative supportsArrange project logistics: preparation of stationaries, formatting and printing project documents, etc. ... as requiredAssist in preparation of the project document and reportsSupporting in organizing project training, seminars, workshops, etc.Support in editing and promoting the project's facebook page and other social channelsConduct research	

	<ul style="list-style-type: none"> – Collect information and conduct research supporting for business development as assigned – Translate document from English to Vietnamese and vice versa <p>3. Project support</p> <ul style="list-style-type: none"> – Conduct project data entry and check the data – Prepare financial payment procedures – Design of banners, backdrops, leaflets, etc. for project communication event, training, workshop, mentoring <p>4. Perform other duties if required.</p>
Qualification	<ul style="list-style-type: none"> • Young and talented newly under-graduated • Bachelor Degree of Business Administration or related field • Ability to work with a minimum supervision, exercise judgment, meet deadlines and work under pressure. • Very good command of English, especially English writing
Application	<ul style="list-style-type: none"> • Send your CV and application to My@kenan-asia.org