

TERMS OF REFERENCE

Internship for Executive Director Office (Communications)

Position EDO Intern	Contract duration 1 year
Supervisor: Communications Team	Duty station: Hanoi
Key working relationship All AFV, AAV, CKC staff and others as required	Commencement date: as soon as possible
Working time Full time (7.5 hours per day, from Monday to Friday)	Budget/Fee: VND 220,000/day Budget from Executive Director Office

1. General Context

ActionAid is an international development agency whose aim is to fight poverty worldwide. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in 47 countries in Africa, Asia and the Americas in securing their rights and eradicating poverty.

In Vietnam, ActionAid operates in provinces in mountainous and remote regions, in the fields of education, women's rights, disaster preparedness, climate change, governance and food rights.

AAV works in partnership with Aid for Social Protection Program Foundation Vietnam (AFV) and the Community Knowledge Centre (CKC).

AFV is a national foundation whose aim is to fight poverty and promote development in Vietnam. AFV operates in the most remote areas of the country in the fields of education, women's rights, disaster preparedness, climate change, and rights of people with disabilities.

CKC is an innovative training institute that builds capacity of individuals and organizations for the benefits of excluded people.

EDO is handling various tasks in ensuring the effectiveness of AAV organization including Governance, special / research projects., MnE work and Communication. It's necessary to hire an EDO Intern (Communications) staff to support team's workload and activity as well as enhance the quality of work.

2. Purpose of the Role

We are looking for a dynamic, creative and proactive individual to join our Communications Team at ActionAid Vietnam. The Communications Team works with teams across LRPs to communicate AAV's activities to audiences in Vietnam with the intent to embrace community-focused projects, in particularly women, children, people with disabilities and ethnic minority groups. The successful candidate will need to work closely with Communications Team to support the implementation of communication strategies internally and externally.

Expect to roll up your sleeves, contribute ideas and prepare to learn a lot through hands-on experience. This is a unique chance to be engaged in an international environment, take ownership of a wide range of projects, and gain insights about how international NGOs help marginalised people and advance sustainable development in Vietnam. Alongside delivering the communications activities, you will have ample opportunity to participate in professional events, as well as work directly with Executive Director. Previous experience in graphic design and/or video production is preferred.

3. Deliverables

- Effectively supports Communications Team in administrative and creative tasks within the timeframe.
- Effectively carries out administration and logistic works assigned to ensure the smooth support to the EDO office's activities are well implemented within timeframe.
- Other assigned tasks are completed with good quality and timely.

4. Key responsibilities and accountabilities

Key Accountabilities/ Responsibilities:	Activities
[I] Communications and Partnership development	<ol style="list-style-type: none"> 1. Activities related to branding and communications of the organization such as networking, press release, media events, campaign activities are well supported in logistics and administration work to maintain and promote the image of the organization. 2. Assisting media events, advocacy and campaigning events led by EDO. 3. Assisting in translation of press release, programme and other organizational activities news, which are expected to be posted on AAV/AFV social media platforms. 4. Support in establishing core media groups and organizing training courses and field trips for members of these groups. Administration and logistics to maintain these groups are properly and timely performed. 5. The printing, communications products and media contracts which related to Communications and Campaign are supported.
[II] AAV and AFV's external & internal communications	<ol style="list-style-type: none"> 6. Supporting Communications Team in delivering internal and external communications activities such as trainings, workshops, etc. 7. Assisting in the creation of promotional materials (banners, backdrops. etc) and graphics/videos as needed 8. Assisting in media contract drafting and media network maintenance 9. Supporting in translating communication materials into Vietnamese / English for use on social media and press materials 10. Assistance in meeting organization, documents translation, and relevant registration is provided 11. Coordination with related consultants for circulation of policies and global briefings assigned by line manager is well maintained.
[III] Logistics support to EDO	<ol style="list-style-type: none"> 12. Visitors to the EDO are warmly welcomed and informed to relevant persons. 13. Incoming and outgoing documents/mails are well handled and filed. 14. Payment for related services of the EDO office such as EMS, electricity, stationery, hotel, relation building costs, international and national travel claims... are well processed and on time. 15. Filing system (for both soft and hard files) is well organized. 16. Arrangement for meetings and events outside and in the office of the HOGA are well prepared and claimed for payment. 17. Travel arrangements for the members of EDO (including accommodation, ticket, etc.) are well-prepared in time. Support in data collection for policy briefs/studies/papers is handled well and timely. 18. Supporting to collect data for desk study is handled well and timely. 19. Documentation and filing of relevant set of data are well stored and filed in both hard and soft copies.

Others	20. Supporting to build new projects 21. Other tasks as assigned by EDO are well performed
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5. Qualification

- Relevant qualification and/or relevant experience (preferring Communications, Marketing, Administration, etc)
- **Experience in supporting marketing/communications and event organization**
- **Experience in designing and creating communications and promotional materials**

6. Attitude

- Excellent communication skills (oral and written)
- Excellent interpersonal skills
- Ability to work to tight deadlines and multi-task effectively
- Good team-working skills and the ability to develop productive relationships with other teams around the network

7. Payment (Rate of fee/allowance per working day, insurance provided, time of payment)

Rate of fee: VND 220,000/working day and paid within 10 days of the next month upon full submission of approved work reports and timesheet. 24/7 Accident insurance will be provided.

8. Other benefit and responsibilities

- ActionAid International Vietnam accepts to provide a recommendation letter to the Intern upon the completion of his/assignment if the performance meets AAV's expectation.
- The intern is expected to follow strictly the internship policy and other related policies of AAV.
- The Intern is required to keep all information and data of Country Director's Office confidential and for internal use. If s/he discloses such information to a third party outside AAV, s/he will be responsible for that loss of intellectual property and his/her contract will be terminated immediately by AAV.