

# Job Description

## Project Interns (2)

### (M/F)

#### General information

The German Red Cross (GRC) is part of the worldwide Red Cross and Red Crescent Movement assisting victims of conflict and disaster and people affected by social or health related crisis. The Red Cross Movement provides to vulnerable people assistance without discrimination as to nationality, race, religious beliefs, class or political opinions and adheres to the seven principles of the Red Cross Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality. In Vietnam, the GRC is supporting its local partner, the Vietnam Red Cross (VNRC), to implement projects in the field of Disaster Relief & Rehabilitation, Disaster Risk Reduction & Climate Change Adaptation.

In Vietnam GRC is supporting its local partner, the Vietnam Red Cross (VNRC), to implement projects in the field of Disaster Relief & Rehabilitation, Disaster Risk Reduction & Climate Change Adaptation, and Capacity Building.

The GRC is currently looking for motivated Vietnamese national candidates for two internship positions who will support project teams for the **Forecast Based Financing (FbF), phase II**. This FbF project aims at reducing cyclones impacts in Vietnam through the development of forecast based financing early actions for anticipatory humanitarian actions

Since 2018 the German Red Cross (GRC) and its partner Vietnam Red Cross (VNRC) have started a new project ““FbF READY” which aims at reducing the human suffering of vulnerable population in Hanoi due to more frequent and severe heatwaves through the capacity building of the VNRC in Forecast Based Financing for anticipatory humanitarian actions.

The German Red Cross Delegation in Hanoi is seeking two Vietnamese national candidates to fill the internship positions.

**Sector:** Disaster Risk Reduction / Climate Change Adaptation

**Contract duration:** Sep 2021 to the project end (Aug 2022)

**Starting date:** Sep 2021

**Contract type:** Full time

**Location:** The positions will be based in Hanoi

**Duties and responsibilities**

**Support the GRC team in performing the following tasks to support both program and administrative and finance areas:**

1. Performing administrative and finance tasks
2. Translating reports and power-point presentations
3. Gathering and compiling information from different sources and developing basic newsletter contents on the project achievements
4. Supporting logistic tasks including visa application, logistic arrangement to ensure travel in country and abroad.
5. Supporting in translation from English to Vietnamese and vice versa during meetings
6. Supporting project team in organization of events, meetings, workshops and training,
7. Supporting beneficiary data collection and management and project data filing

**Requirements:**

- Vietnamese citizen, University degree
- Excellent command of written and spoken English (compulsory), including translation from Vietnamese to English and vice-versa
- Good computer skills (Excel, Word, PowerPoint)
- Commitment and inspiration to work

**Personal skills and abilities**

- Good interpersonal, communication and negotiating skills
- Accuracy and thoroughness
- Ability to work in a team as well as independently

**Learning opportunities**

- Being a member of the GRC project team;
- Taking part in relevant events (internal trainings, meetings, workshops, etc.);
- Possibility to work on a career development plan;  
Exposure to many partners of the Red Cross Movement

**Subordination**

You will be subordinated technically to Project Office Manager and the Project Manager, and you will be line-managed by the Head of project Office.

**Application Procedure**

Interested Vietnamese candidates are invited to send their applications by email in English consisting of a CV and a letter of motivation to: **grc.vietnam.hr@gmail.com**. **Please indicate clearly the post you would like to apply, i.e “Application for Intern”**

**Deadline: 26 Aug 2021, 17:00 Hanoi time.**

Please note that only applications which are submitted in English shall be considered and that the GRC may start short-listing the candidates before the deadline. While German Red Cross

appreciates all responses, only candidate under consideration shall be contacted and invited for an interview.