

Terms of Reference

COMMUNICATIONS INTERNSHIP

Title:	Communications Intern
Number of positions:	02
Duration:	6-12 months
Supervisor:	Ms. Quynh Diep - L4A Project Manager cum Communications Officer

OVERVIEW

Helvetas is a non-governmental organization, founded in Switzerland in 1955, and supported by more than 100,000 members and sponsors as well as 12 regional volunteer groups. Helvetas has been operating in Vietnam since 1994 in the sectors of Agriculture, Forestry, Governance and Peace, Water and Sanitation, and Rural Development. Today, Helvetas Vietnam's programs focus on Sustainable and Inclusive Economies, specific interfaces with Climate Change and Vocational Skills Development are considered and further deepened.

Helvetas Vietnam offers internship opportunities to highly motivated applicants in order to provide support for the communications activities of Helvetas Vietnam and its current projects. The intern will work under and report to the Communication Officer.

MAJOR TASKS

The intern is expected to contribute to the following tasks:

- Support in developing communication content and visuals (texts, illustrations, animations, photos, audio files, video clips);
- Support in the management of the websites and social media (Facebook fanpage, Youtube channels);
- Provide supports for events, campaigns, media trip, donor visits;
- Support in developing communications publications and telling engaging stories;
- Support the document translation of Vietnamese-English and vice versa.
- Other tasks as assigned.

REQUIRED QUALIFICATIONS AND SKILLS

- Newly graduated students; those with a major in Communication, Marketing, Journalism, Graphic Design, English language, or related fields are preferable;
- Good writing skills in English and Vietnamese;
- A keen eye for aesthetics and details;
- Experience and skills in graphic design, video-making or photography are preferable.
- Excellent communication skills;
- Energy, enthusiasm, quick learning, good organizational skills.

APPLICATION

- A CV with an updated photo;
- A short introduction video clip (using a mobile phone camera is acceptable) of about 30-60 seconds, freestyle, to tell who you are and why you are suitable for the position.
- Your designs portfolio or samples of your own articles and/or visual works (optional).

Please send your application to helvetas.vietnam@helvetas.org cc diep.dinh@helvetas.org before 8th May 2022.