

**TERMS OF REFERENCE
Communications Intern**

Position Communications Intern	Contract duration 1 year (Renewable)
Supervisor: Communications Manager	Duty station: Hanoi with travel to the field as required
Key working relationship ActionAid - AFV staff and others as required	Commencement date: as soon as possible
Working time Minimum 4 working hours per day, from Monday to Thursday	Budget/Fee: ActionAid -AFV’s policy Communications staffing cost

1. General Context

ActionAid is an international development agency, working with the poorest and most excluded people in 70++ countries and territories in Africa, Asia, Europe and the Americas to build a better life for all.

In Vietnam, ActionAid cooperates with communities and development partners to advance rights to education, women’s rights, disaster preparedness, and to build resilience to climate change.

ActionAid works in partnership with Aid for social protection program Foundation Vietnam (AFV). AFV is a national foundation with the aim to build solutions for sustainable development in Vietnam. AFV operates in the most remote areas, supporting children, people with disabilities, women, ethnic minorities to have better access to livelihood, education, disaster preparedness as well as climate resilience.

To recognize our programme priorities and commitment, the team needs two Interns to support ActionAid – AFV in implementing communications planning and campaigns engagement, among other responsibilities.

2. Deliverables

- Assignments is completed within timeframe and with accepted quality.

3. Key responsibilities and accountabilities

Key Accountabilities/ Responsibilities:	Activities
[I] ActionAid- AFV’s External & Internal Ccommunications	<ol style="list-style-type: none"> 1. Participate in brainstorming and proposing ActionAid-AFV Communications initiatives for national and international campaigns/projects. 2. Assist in creating promotional products for event/campaign branding (backdrops, standees, invitation letters, etc.) and graphics/videos as needed. 3. Assist in drafting media content for events/campaigns in social media and other communication channels. 4. Support in translating press releases, and other communications materials, products, reports in English for internal use or for social media and website as required.

[II] Communications Administration	<ol style="list-style-type: none"> 5. Maintain inbound and outbound files and records related to Communications including scanned procurement documents, approved memo, event-related referential materials, invoices, and samples 6. Assist in organizing and setting up, handle with payment claim, documents translation, meeting minutes.... 7. Record and maintain communications products.
[III] Others	<ol style="list-style-type: none"> 8. Other tasks as assigned by Communications Manager or equivalent are well performed

4. Qualification

- Relevant qualification and/or relevant experience (Communications, Marketing, Journalism, Media Relations, graphic design, or related fields)
- Experience in supporting marketing/communications and event organization

5. Attitude

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

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

- Intern allowance including all tax and statutory contributions are paid at the last week of the month. The Intern is requested to submit a timesheet by the 5th of next month and monthly report to Line Manager.
- 24/7 Accident insurance will be provided.

7. Other benefits and responsibilities

- ActionAid -AFV will provide reviews at the request in writing of the Intern and acknowledgement once the contract is completed.
- The Intern is expected to adhere to all ActionAid -AFV's policies and regulations.

Prepared by

Communications Manager

Verified by

Manager, Finance Compliance
(Internal)

Approved by

Executive Director

Agreed by

Intern