

TERMS OF REFERENCE

HR-Admin Internship for VVOB in Vietnam – Ha Noi Office

1. General Provisions

1.1. Job information

Title of the Service: HR-Admin Internship

Contracting Authority: VVOB

Duration: **Start as soon as possible and for a period of at least 3 months**

Place /location : VVOB Ha Noi Office, Room 401-402, E3, Khu ngoại giao Doan Trung Tu, No. 6 Dang Van Ngu, Dong Da District, Hanoi with possible travel to the project sites

Supervision: Ms. Ho Thi Mai Anh

1.2. Contracting Authority

- This Term of Reference (ToR) is issued by VVOB duly represented by **Ms. Ho Thi Mai Anh, Operations Manager**
- Address: 1 Da Phuoc 8 Street, Ngu Hanh Son District, Da Nang City

1.3. Organisational background

VVOB

VVOB – education for development is a non-profit development organization working towards inclusive quality education in nine countries in Africa, Asia, and South America. Through capacity development of ministries of education, we strengthen the professional development of teachers and school leaders in a sustainable way.

More about VVOB and its programmes can be found on VVOB's website: <https://vietnam.vvob.org/>

2. Objectives and scope of the consultancy

VVOB is looking for 01 (one) HR-Admin Interns who will work in Ha Noi office.

Major tasks are to provide administrative support to Human Resources and Operations teams at VVOB, the details will be discussed further based on specific requirements.

3. Timeline

The Interns are expected to perform the services as soon as possible and for a period of at least 3 months.

4. Specific requirements

The Intern needs to perform the following tasks:

- Be able to work from Monday to Friday (at least 20 hours/week and maximum 40 hours/week).
- Assists HR Officer in coordination with relevant departments for HR and Program related reports, event permits, visa process, recruitment, onboarding process and other HR-related tasks.
- Assists HR Officer with employee well-being and green office programs.
- Assists Operation Officers in Admin and Office management works, including office supplies arrangements, correspondence, reception, and other related tasks.
- Assists Operation Officers in project activities, including travel arrangements, arranging meeting venues and other related tasks.
- Assists Operation Officers in financial duties including collecting documents, supporting payment, procurement implementation and other related tasks.
- Maintains office supplies and equipment, ensuring a functional and efficient workplace.
- Performs other tasks as assigned, demonstrating flexibility and willingness to learn.

5. Qualifications/Experience

The Intern needs to show proven qualifications and experience in administration, specifically:

- Last year student or newly graduate from Universities or Colleges
- Good spoken and written English skills
- Good computer skills in MS office
- Ability to work very precisely and flexibly
- Ability to work in a team
- Willing to learn new things and to continuously improve
- Having similar internship experience in administrative works is an asset

6. Benefits

The Intern shall receive the following benefits:

- Monthly allowance
- Accident insurance

7. How to apply

To apply please send cover letter and detailed CV in English to our Recruitment mailbox at:

Recruitment.Vietnam@vvo.org

Subject: Application for the *position* title

Closing date for submission is 14 January 2025 (before 9am).

Only shortlisted applicants will be contacted for a written test and interview.