

Admin Intern

 **Good Neighbors**
Vietnam
RECRUITMENT FOR ADMIN INTERN

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 37 countries, supporting approximately 17 million people, including about 10 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDPs) based on child sponsorship in 3 provinces; Tuyen Quang, Hoa Binh, and Thanh Hoa. GNI is working in main areas as child sponsorship and education, water and sanitation, income generation, etc. in 6 CDPs and is managing about 10,000 sponsored children.

Job title: Admin Intern (AD Intern)

Department: Admin-Finance Division (AD-FD)

Reports to: AD-FD Manager; AD Team Leader/Officers

Effective date: July, 2017

Location: Head Office, Hanoi

Type of contract: Temporary

1. KEY WORKING RELATIONSHIPS	
Internal	External
AD – FD Manager, AD Team Leader/ Officers	
2. MAIN DUTIES	
<p>Responsible for implementation of activities related to AD:</p> <ul style="list-style-type: none">• Translate document from Vietnamese to English and vice versa• Participate in editing news, articles, stories, and etc.• Contact with reporters when required.• Design banner, backdrop for events when required.• Keep close contact with PR Officer• Carry out other tasks when required.	
3. QUALIFICATIONS REQUIRED	
Education <ul style="list-style-type: none">• College/University degree in relevant field of recruitment position (Multimedia, PR & Communication, English Language)• Final-year student, new graduate student are also preferred	Work experience <ul style="list-style-type: none">• Experience in translation and interpretation from Vietnamese to English and vice versa• Design banner, background for events
Skills <ul style="list-style-type: none">• Competent English skill	Attitude <ul style="list-style-type: none">• Sociable, responsive,

<ul style="list-style-type: none"> • Good design skills (AI, Photoshop, Adobe Premiere) • Good communication skill 	<ul style="list-style-type: none"> • committed working with GNI at least 6 months. • Reliable and self-initiative • Team work
4. HOW TO APPLY	
<p>Interested candidates are invited to send their application (including a letter of motivation and a CV with a portrait photo attached) to Human Resource Division via the email address recruitment@gni.org.vn or to the Head Office address: Good Neighbors International in Vietnam, 17th Floor, Block A, Song Da Building, My Dinh I, Nam Tu Liem, Hanoi <i>no later than 25th July, 2017</i>. We are very sorry that only short-listed candidates will be contacted for interviews.</p>	