



Asian Turtle Program, PO Box 179, Office # 1302, Thanh Cong Tower, 57 Lang Ha, Hanoi. Tel; +84(04)35149750
08th August 2012

ATP Hanoi Office Intern

Position: Vietnam Turtle Program Office Intern

Affiliation: Asian Turtle Program – Cleveland Metroparks Zoo

Duty station: Base in Hanoi

Application deadline: 30th August 2012

Start date: September 2012

Background:

The Asian Turtle Program was established in 1998 and incorporated into the Cleveland Metroparks Zoo/Cleveland Zoological Society's Asia regional program in 2003.

The aim of ATP is to establish a safe and sustainable future for Asian turtles, and to ensure that no further turtle species become extinct in the region. We implement strategic interventions that directly contribute to the conservation of Asian turtles, helping to ensure efficient use of limited resources, as well as developing capacity, strengthening leadership, and ultimately effecting positive attitudinal and behavioral change within society.

Scope of work:

The position of Office intern is to support ATP activities in the Hanoi office. This individual needs to be enthusiastic and hardworking in their responsibilities assisting the office manager. Tasks will include updating databases, translation and administrative works. The Office intern is required to report to the office manager and Program Coordinators.

Main responsibilities:

- ✚ Provide support to ATP communications
- ✚ Data and file management (including soft/hard filing system, data input/collection for the library, contact database, photographs)
- ✚ Provide support to administrative work including translation, editing and review in English and Vietnamese including editing the weekly news bulletin.
- ✚ Organising interview notes
- ✚ Admin and logistical support to project activities
- ✚ Provide daily support to other office work as required by ATP' staff.

Required qualifications:

- ✚ University degree in a related field, forestry, biology etc.,
- ✚ High level of English language, spoken and written
- ✚ Competent in computers, words, excel, PowerPoint and Email
- ✚ Internet news scan skill

Desired qualifications:

- ✚ Experience working with conservation or NGO field
- ✚ Experience with Access database software
- ✚ Experience with ArcGIS and GPS data

Contract Duration: the contract will be for one-year with the possibility of continued extension with a competitive salary package and benefits.

Interested applicants should send a cover letter, CV, and contact details to:

Mr. Hoang Van Ha – Vietnam Turtle Program Coordinator
Asian Turtle Program, 1302, Thanh Cong Tower,
57 Lang Ha Street, Hanoi
Tel: 043 3514 9750/Fax: 043 3519 0383
Email: hvha@asianturtleprogram.org

We regret that only short-listed applicants will be contacted.