



VIETNAM ENERGY EFFICIENT BUILDING PROJECT (VEEB) JOB DESCRIPTION

Under the sponsorship of REEEP and co-implemented by Vietnam Green Building Council, Fairventures Worldwide FVW, and University of Applied Sciences Stuttgart, the Vietnam Energy Efficient Buildings (VEEB) Project is to promote energy efficient buildings for Vietnam via collaboration platform and media channels. The project is working towards removing common barriers to development of energy efficient buildings, constructing and developing an open green/energy efficiency building database for Vietnam buildings.

1. POSITION SUMMARY

POSITION TITLE AND MODE OF SELECTION	Program Intern-Marketing, Communications and Community Outreach
Mode of selection	Open Recruitment
Number of hours required	Flexible, upon negotiation
Location	Vietnam Green Building Council 5 th Floor, eHome Building, 18A Ngo Tat To Str., Dong Da Dis., Ha Noi
Reporting line(s) and networks	<ul style="list-style-type: none">• Primary reporting line will be to: Marketing and Communications Manager Internal regular coordination and supports will be required with (i) Technical Writer/Manager and (ii) Project Manager <ul style="list-style-type: none">• External regular liaison will be required with partnering organizations and individuals
Purpose of the position	The primary goal of this position is to support marketing and communications activities of the VEEB Project, including but not limited to (i) community outreach, (ii) awareness raising and (iii) capacity building for local partners



2. MAIN DUTIES

ACCOUNTABILITIES	SPECIFIC RESPONSIBILITIES
Translation	- To translate a wide variety of internal and external documents in 2 directions: English to Vietnamese and Vietnamese to English
Communications	- To handle all incoming/outgoing telephone calls, letters, faxes, postal packages, etc.
Data Processing	- To be responsible for filing system (both soft and hard files)
Logistics	<ul style="list-style-type: none"> - To ensure proper office supplies and maintenance of office equipment - To assist in organizing meetings, trainings and events when required - To research for materials and print/photocopy materials when necessary - To ensure that resources, logistics are purchased and in place for project activities
Others	- Other tasks as requested.

3. REQUIREMENTS

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Experience	Experience working and volunteering with INGOs/NGOs and diverse groups
Education & training	- University degree (achieved or in progress) in a relevant field such as marketing, English, journalism, international study, etc.
Skills	<ul style="list-style-type: none"> - Excellent oral and written communications skills in English/Vietnamese - Good organizational skills - Microsoft Word/Excel/PowerPoint/SPSS/Windows and Internet research - Proven ability to be a team player
Personal Qualities	<ul style="list-style-type: none"> - Interested in “Go-green” activities/campaigns - Creative thinker and doer - Humility and kindness - Accepting and consideration of others - Passion for life-long learning - Responds constructively to direction and feedback



4. OTHER INFORMATION

ADDITIONAL INFORMATION	
Job Type	Non-paid/volunteer job
Duration	Starting from August, 2013
Opportunity	<ul style="list-style-type: none">- Acquiring great career experience in the dynamic fields of marketing/communications, constructions and renewable energy.- Intensive exposure to international/Vietnamese professional organizations that could be of benefit to future career.- Promoting personal growth- Letter of Recommendation and Certificate upon completion of the internship

Interested applicants are invited to send Cover Letter and CV as soon as possible to: Ms. Vu Thu Huong huong.vu@vgbc.org.vn. Please indicate position sought in the subject line. Applications will be reviewed as they arrive, but no later than September 1, 2013. Only shortlisted candidates will be invited for interview.