**Job title: Project Intern**

**Location: Quang Tri-VN**

**1.**       **Responsibilities**

 Provide general support to all project activities including but not limited to:

-          Logistic arrangement for meetings, workshops and trainings.

-          Data collection for field surveys and update project related reports upon request in a timely manner.

-          Monitoring and evaluate Clubs of Project.

-          Office administrative tasks.

-          Other tasks assigned by direct supervisor.

**2.**       **Requirements**

-          Final-year student or recent graduate in Economics, English, Social Work or Agriculture.

-          Have a fair command of English and good communication skills

-          Good at Microsoft Office, especially Microsoft Excel.

-          Highly-motivated, hard-working and able to work independently as well as in a group.

-          Willing to travel to Project Sites in other Provinces.

-          Male is preferred.

**3.**       **Benefits and opportunities:**

-          Allowance: 2mils per month.

-          Work in a global environment

-          Have an opportunity to be a staff member of Roots of Peace VN after the internship.

**How to apply:**

Candidates are advised to send their cover letters and CVs in English to Ms Yen at [yen.vo@rootsofpeace.org](mailto:yen.vo@rootsofpeace.org) and Cc[lien.vo@rootsofpeace.org](mailto:lien.vo@rootsofpeace.org) by 15 November 2014.

Only shortlisted candidates will be contacted.