



## JOB DESCRIPTION – AFAP Vietnam

**Job title:** Program Intern

**Effective date:** July 2015

**Reports to:** Program Officer

**Location:** Hanoi office with travels to the fields

1. WORKING CONTEXT	
<p>AFAP is a secular, not-for-profit, fully accredited Australian non-government organisation (NGO) that was founded in 1968. As its creed “Action on Poverty” suggests, its mission is to be a leading agent for poverty alleviation through innovative, cost-effective and appropriate community-based development. AFAP has successfully worked with local partners to implement development programs in 21 countries across Africa, Asia and the Pacific.</p> <p>In 1996, AFAP was the first Australian NGO to be formally registered to work in Vietnam. Since then, it has partnered with local government, civil society organisations, and vulnerable and disadvantaged communities in 24 provinces, to implement projects within a range of program areas including: livelihoods and food security; climate change and environment; governance and institutional strengthening; health, water and sanitation; and education and social inclusion.</p>	
2. INTERNSHIP SUMMARY	
<ul style="list-style-type: none"> <li>• Provide programmatic, research, logistical and administrative support to AFAP’s Representative Office in Vietnam in order to maximize its effectiveness in fulfilling its program objectives.</li> <li>• By working within the assigned tasks, the intern will gain in-depth exposure to development sector work (including opportunities to engage in fieldwork), and will benefit from direct experience in program cycle management and implementation.</li> <li>• This internship is unpaid, but a monthly internship allowance of <b>US\$150</b> will be provided.</li> <li>• Applications will be accepted from <b>Vietnamese nationals only</b>.</li> </ul>	
3. AUTHORITY	
N/A	
4. KEY WORKING RELATIONSHIPS	
Internal	External
All staff	AFAP’s partners
5. MAIN AREAS OF RESPONSIBILITY	
Key responsibilities/accountabilities	Key performance indicators

1. Provides support to program administration, operation and reporting	<ul style="list-style-type: none"> <li>▪ A good filing system of program report and document is set up, maintained and updated;</li> <li>▪ Internal and external meetings are participated actively, i.e. by taking minutes;</li> <li>▪ Requested logistics arrangement for workshop or field trip is prepared.</li> </ul>
2. Provides support in donor servicing, proposal writing	<ul style="list-style-type: none"> <li>▪ Donors and visitors receive sufficient information and support;</li> <li>▪ Sponsors are well accompanied to the field.</li> </ul>
3. Provides assistance to the Program Officer in program activities	<ul style="list-style-type: none"> <li>▪ Conducts research including desk reviews, data collection, and preliminary analysis;</li> <li>▪ Provides support on drafting and preparing reports, communication products and publications;</li> <li>▪ Acts as a liaison with local partners/service providers;</li> <li>▪ Translation and interpretation services as required by the Program Officer.</li> </ul>
4. Demonstrates commitment to improving capacity for INGO work	<ul style="list-style-type: none"> <li>▪ Seeks and undertakes opportunities to improve working knowledge of thematic areas of climate change adaptation, sustainable livelihoods, and social accountability work;</li> <li>▪ Seeks and undertakes opportunities to improve capabilities in the use of professional English.</li> </ul>
5. Other tasks	<ul style="list-style-type: none"> <li>▪ Other tasks as deemed necessary and appropriate</li> </ul>
<b>6. QUALIFICATIONS REQUIRED</b>	
<b>Education:</b> University degree in social science or relevant field	<b>Work experience:</b> at least 6 months relevant work experience in the not-for-profit sector
<b>Technical knowledge/skills</b> <ul style="list-style-type: none"> <li>▪ Project management</li> <li>▪ Report writing skill</li> <li>▪ Translation and interpretation skills</li> <li>▪ Familiarity with AFAP's thematic areas of work</li> <li>▪ Previous experience in research activities is an advantage</li> </ul>	
<b>Language:</b> Fluent level of English	
<b>Attitude:</b> Self-motivated, creative, outgoing, with a demonstrated commitment to development work.	
<b>Adherence to:</b> <ul style="list-style-type: none"> <li>▪ Poverty and injustice eradication</li> <li>▪ Gender equality</li> </ul>	