

Internship - ENRICH Project

SNV Vietnam is looking for an INTERNSHIP - ENRICH Project, based in Hanoi with travelling to project sites if required (one year consultancy contract)

SNV is a Dutch development organisation, has been working in Vietnam since 1995. Using market based approaches, SNV is committed to reducing poverty by catalyzing environmentally sustainable solutions for the poor in agriculture, energy, water & sanitation, and Reducing Emissions from Deforestation and Forest Degradation (REDD+).

SNV is engaged in the project "Advancing Understanding of Forest Carbon Stock Enhancement at Landscape level as part of REDD+", (ENRICH II) 2015-2018, which provides Advanced understanding and application of forest carbon stock enhancement at the landscape level through implementation of three project demonstration models: i) Enhancing forest carbon stock in degraded forest and forest land areas, ii) appropriate renewable energy technology and iii) the System of Rice Intensification (SRI). We are seeking an Intern with experience in supporting the ENRICH 2 project implementation. This position will be based in Hanoi with frequent travels to project sites in Ha Tinh and Nghe An.

Objectives and Tasks of the Internship

In collaboration with Project Field Coordinator, the intern will be closely involved in the overall activities of the ENRICH 2 Project. The Intern will provide assistance in a variety of ways including but not limited to

1. Administrative & finance assistance:

- Supporting Programme Assistant (PA), Project Manager (PM) and project office for ensuring project activities LCBs contracts are implemented properly narratively and financially.
- Administrative and logistic support for project activities (meetings, workshops, field works, visits, etc.);
- Supporting the PM to maintain hard and soft copy filing systems of project documents and contacts;
- Support in preparing and monitoring expenditure of project site-activity budget plans;
- Support checking correctness of invoices /receipts.

2. Technical assistance:

- Assisting local stakeholders implement the project activities and delivering resultant outputs;

- Monitoring activity implementation progress and quality of fieldwork implemented by consultant service providers in local project areas;
- Providing support in organisational matters/facilitation for meetings/workshops/trainings and other capacity building activities of the project;
- Maintaining good relationship with project partners and stakeholders at the local level;
- Preparing, and updating regularly, work-plans and reports of the project to keep project partners informed about project progress;
- Contributing lessons learnt on local-level implementation of REDD+ components to other SNV project sites, local and national government agencies, and other REDD+ stakeholders in Vietnam.
- Translation the relevant project documents English-Vietnamese and Vietnamese-English if required

Supervision

The Intern will be coached and supervised by the ENRICH Project Manager

Requirement

- University degree in forestry, environmental or social sciences, rural development or related fields;
- Basic understanding on Forestry and REDD+;
- Experience in administrative and/or financial assistance; experience with INGO is an advantage;
- Ability to work in team and to set up harmonious and effective working relationships;
- Good communication skills in English in both spoken and written;
- Good computer skills in MS-applications (Word, Excel, Internet, Email, Power Points).

Support from SNV

SNV will support the intern partly a living allowance of 6.500.000 VND gross/ month, and local travelling expenses when the intern is required to work in the fields out of the working station in Hanoi.

He/she will benefit from working with multi-national team of professionals with rich and diverse fields of expertise.

Application

Applications will be reviewed and interviews conducted on a rolling basis to identify appropriate candidates as soon as possible.

Duration of Assignment: From 15th September 2015 to 14th August 2016 with the possible of extension.

Number of working day: about 220 working days

Desired start date: as soon as possible

How to apply?

Applications should enclose a CV and a cover letter in English. Please send application via email to snvvietnamjobs@snvworld.org before 17:00 8th September 2015.

For more information on SNV, please refer to our website: www.snvworld.org

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