

Project Intern

Job title: Project intern

Reporting to: Project coordinator

Job type: Full time

Duration: 9 months (October – 30 June, 2016)

Location: Hanoi-based with travel to project sites if needed

BACKGROUND

Since August 2011, The Intergenerational Deaf Education Outreach Project has been implemented by World Concern Development Organization in cooperation with the Ministry of Education and Training (MOET) in the four provinces of Hanoi, Thai Nguyen, Quang Binh and Ho Chi Minh City. The overall objectives of the project are to assist young deaf children to integrate into mainstream society, by piloting an innovative joint family and institution-based delivery system comprising screening, family support, and preschool services. This project is set to run until June 2016.

The project has five main components:

- 1) Demonstrating (joint family-institution pre-school education for deaf children, and essential knowledge base)
- 2) Developing professional human resources for pre-school deaf education
- 3) Building capacity and partnerships for the deaf communities and raising awareness for general public
- 4) Monitoring and evaluation
- 5) Project management

A. JOB SUMMARY

The intern provides support to the operations of the IDEO project, carry out all administrative works and ensuring the smooth functioning of administrative systems under the project consistent with World Bank's national execution mode and World Concern policies.

B. DUTIES AND RESPONSIBILITIES

1. Manage communication duties as telephone, faxes, emails, mails for IDEO project;
2. Ensure the IDEO project filing system (soft and hard copies) is in order and updated
3. Provide logistical arrangements for project-related such as workshops, trainings, events. (book accommodation for participants, photocopy of materials, arrange transport, supply stationery).
4. Assist IDEO project activities and its team to facilitate the implementation of the project, including providing secretariat support to meetings, workshops and trainings, drafting correspondents, data entry and logistic arrangements
5. Assist in formatting and printing project documents, materials and presentation upon requests
6. Assist in translation and interpretation from English to Vietnamese and vice versa

7. Assist in other finance duties to project team as required such as assist in collecting the receipts/invoice and in closing cash advance for project trainings/events/workshops.
8. Prepare annual and quarterly work plan of administration activities;
9. Cooperate in team work and provide cross sector support during the peak times of project activities.
10. Take notes at team meeting
11. Carry out other tasks assigned by the project coordinators.

C. QUALIFICATION AND EXPERIENCE

- Vietnamese citizen with Bachelors Degree, preferably in public administration, social development or related area;
- Good command of both written and spoken English;
- Strong interpersonal and communication skills;
- Good organizational capacity;
- Satisfactory skills on the use of office software packages such as MS Word, Excel and Power Point;
- Experiences in working/ volunteering for youth groups, university clubs or non government organizations.
- Understanding about deaf culture or sign language is an asset.

D. CONTACT

Interested candidates are requested to send a letter of application and their CV with details of qualifications, experience and references via email ASAP to: vuminhhuyen611@gmail.com

Only short-listed candidates will be contacted after 1 week.

Deadline for applications: 11 October, 2015

More information about the project: <http://ideo.org.vn/>