

POSITION DESCRIPTION

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| Position Title: | Communications Intern |
| Department: | Communications |
| Location: | ChildFund Vietnam – Ha Noi office |
| Reports to: | Communications Manager |
| Employment status: | Full-time |

ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund's programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

JOB PURPOSE & REPORTING STRUCTURE

The Communications Intern (CI) reports to the Communications Manager.

CI works closely with the Program Team, Sponsorship Realation Team, Office Administrator, IT Officer and other staff members in Hanoi and Area Development Offices.

POSITION SUMMARY

The CI is responsible for assisting the Communications Team in maintaining the smooth operation of all aspects of communications work to ensure that our communications activities are of a consistently high quality and contributes to ChildFund's vision of improving the wellbeing of children and reducing poverty.

KEY AREAS OF RESPONSIBILITY

1. External communications duties

- Ensure that ChildFund communications positively and consistently reinforce ChildFund's identity;
- Assist in producing informative and publicity materials about ChildFund in various forms (e.g. brochure, briefing papers, website, video, annual report, signage, office decorations) and distribute to staff, beneficiaries, and other stakeholders;
- Provide news-worthy stories upon frequent basis;
- Provide useful information related to the sustainable development of Vietnam and the wellbeing of children to mass media, social media, donors and sponsors;
- Work closely with fundraising officer to ensure effective communication to sponsor and donor;
- Support ChildFund Australia in carrying initiatives to promote the identity of ChildFund as a child-focused organization;
- Other possible assigned tasks.

2. Internal communications duties

- Work closely with other staff in Hanoi and provincial offices to ensure a good flow of information between offices in Vietnam;
- Provide support for team building activities.

3. Communications in development projects

- Work closely with the Program Team in producing Information Education Communication (IEC) and materials and other documentations on best practices;
- Participate in organising development communication networking and advocacy for child-focused issues.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours;
- Teamwork: the ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member;
- Communication: the ability to communicate clearly and persuasively verbally and in writing;
- Accountability and integrity: our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: the ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.

Functional Competencies- Technical

- Basic understanding about the communications media such as newspapers, television, IEC materials and working procedures of those media;
- Experience in using design software including InDesign, Corel, Photoshop is preferred;
- Good time management and organisational skills with ability to work to deadlines in well-organized and systematic manner, able to manage multiple priorities;
- Flexible, effective team work and interpersonal skills;
- Ability to undertake detailed activities with a high level of accuracy;
- Good analytical skills;
- Excellent written and spoken English and Vietnamese;
- Excellent computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

Qualification & Experiences

- University qualification in Communications, journalism, PR, Marketing or in relevant field;
- Experience working with international company/organisation would be an advantage;
- Experience in facilitating internal communications activities is prioritised.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is a Hanoi based, full-time position with occasional travel to ChildFund's program areas in Vietnam;
- The successful candidate will be offered a nine-month contract. Salary will be set according to experience and qualifications, in accordance with ChildFund's salary scale;
- Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's Child Protection policy and procedure Code of conduct;
- Commitment and adherence to ChildFund policies and procedures is required;
- Other working conditions and benefits are outlined in ChildFund's HR, PDR and Operations Manuals.

STANDARD WORKPLACE HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer

People with disabilities are encouraged to apply for the position through ChildFund's competitive hiring process.

Approval by: **Date:**.....
Name: Deborah Leaver
Job title: Country Director
ChildFund Australia Representative Office in Vietnam