

Internship for Policy & Campaign Department

Position: Intern Policy and Communications

Contract duration: from 15th February 2016 to January 31st 2017

Supervisor: Policy and Campaign Support Officer/Acting Communications Officer

Duty station: Hanoi Office

Key working relationship: All AAV staff and others as required

Commencement date: 15th February 2016

Working time: Full time (7.5 hours per day, from Monday to Friday)

Budget/Fee: Communications

1. General Context

ActionAid is an international development agency whose aim is to fight poverty worldwide. Founded in the United Kingdom in 1972, for over 40 years, ActionAid works to support the poorest and most excluded people in 47 countries in Africa, Asia and the Americas in securing their rights and eradicating poverty.

In Vietnam, ActionAid operates in provinces in mountainous and remote regions, in the fields of education, women's rights, disaster preparedness, climate change, governance and food rights. At this moment, Policy and Campaign Department is lacking of human resource and many positions are still not available such as Policy and Campaign Manager, Communications and Campaign Coordinator, Communications Officer. In addition, Policy and Campaign also need to improve the quality of AAV's website, Facebook and tax campaign. The Intern will help the Policy and Campaign team on logistic, translation and social media work so staff can focus on technical tasks. This paper aims at providing Terms of Reference to recruit an Intern to support Policy and Communications.

2. Deliverables

2.1 Policy Support

- Support to maintain a proper filing system for project documents of all national partners
- Translate documents from Vietnamese into English or vice versa
- Support to assist Policy and Campaign Department guests

- Logistic support for organizing AAV trainings, workshops and campaigns
- Assist Policy Coordinator to support partners in liquidating national project activities
- Capture proceedings during trainings and workshops organized at SEAComhub including taking photos and document
- Support to take meeting minutes as required

2.2 Communication Support

- Website, Facebook & HIVE updates
 - Daily support in writing, editing, and translating news in Vietnam and English to be uploaded onto AAV website, Facebook and HIVE page;
- Publication and communication product production
 - Support in contacting suppliers to provide service quotations, publication/product designs upon the requests from all departments in the organization;
 - Assist in negotiating for best prices for every publication/product;
 - Assist to prepare contracts and contract liquidation for the production of publication/products
- Other communication work
 - Support in writing press releases and preparing press packages when required
 - Provide support in media clipping and documentation when required

3. Scope of work

- Intern Policy and Communication will be responsible for providing support to works related to Policy and Communication within the Policy and Campaign Department. This will be done in consultation with the Communication and Campaign Coordinator, the Acting Policy and Campaign Manager and in line with Human Resource and Organization Development policy manual

4. Qualification

- Highly motivated, undergraduate or recent graduate with good academic standing and a strong interest or background in media
- Good command of English, with ability to interpret and translate documents from Vietnamese to English and vice versa

5. Payment

- The Intern will be paid with a meal allowance pursuant to the AAV's internship policy on monthly basis.
- The above allowance includes PIT and insurance coverage except for 24/7 Accident Insurance which is covered by AAV. Other terms and conditions will apply as per the Internship policy by AAV.

6. Other benefits and responsibilities

- Upon successful completion of the contract, ActionAid International Vietnam will provide a reference/acknowledgement letter to the intern at his/her request.
- The intern is expected to strictly follow the Intern Policy and other related policies of AAV.
- The Intern is required to keep all information and data of Policy & Campaign Department confidential and for internal use. If s/he discloses such information to a third party outside AAV, s/he will be responsible for that loss of intellectual property and his/her contract will be terminated immediately.

7. How to apply

Written application letter in English together with full curriculum vitae should be sent to job.aav@actionaid.org by 08 February 2016 (please indicate subject as: Application for the post of Intern Policy and Communications)