

Program Intern

Aide et Action International (AEAI) is an international NGO, headquartered in Geneva, Switzerland. AEA International began its programs in 1981 and is now working in more than 20 countries across Africa, the Caribbean, Europe, South Asia, Southeast Asia and China to support the development of sustainable education projects with our belief in the universal right to a quality education. Each AEAI intervention is based around this ethos.

In Vietnam, AEA started working in 2003. Our approaches focus on early transformation during two time periods which are most critical in a child's schooling, Early Childhood Care and Education (ECCE) to basic education. Over 10 years of experiences along with local communities, partner organizations, and governments, we have implemented a number of projects in various locations.

We are currently seeking a Vietnamese, dynamic, enthusiastic candidate to fill the position of program intern at AEA Vietnam office.

KEY RESPONSIBILITIES

- Provide general administrative support (documents filing, sending mail, photocopying, travel and accommodation booking, monitoring data, contacting service providers, preparing logistics for meetings/workshops, etc.)
- Support program managers/staff in contacting partners and other stakeholders, organizing field trip, attending meetings, workshops and taking notes, drafting meeting minutes, etc.
- Provide support to Senior finance officer in preparing financial report
- Interpreting and translating documents.
- Travel to field when necessary.
- Others tasks as reasonably assigned by programme managers/staff.

QUALIFICATIONS AND SKILLS

- A university degree or undergraduate students
- Proficiency in English, including interpretation and translation from Vietnamese to English and vice-versa.
- Interest in international development problematic
- Good organizational skill and time management skill;
- Good communication skill
- Proven ability to manage, prioritize competing demands and to meet deadlines;
- Ability to work independently and at the same time prove to be a team player;
- Proficient computer skills including Word, Excel, Power-Point, Internet, etc.

AEA VIETNAM CAN BE AN IMPORTANT VEHICLE FOR VOLUNTEER EMPLOYMENT. BEING ABLE TO PROVIDE:

- Support for personal development (training and learning)
- A friendly work environment
- An opportunity to become a member of AEA Vietnam after internship upon his/her performance.

HOW TO APPLY

Interested candidates are invited to submit their CV and application letter to the below email address: info-vietnam@aide-et-action.org

Closing Date: 20 June 2016

Only short-listed candidates will be contacted.