



AFAP Vietnam – Communications Intern

The Australian Foundation for the Peoples of Asia and the Pacific (AFAP) was the first Australian NGO to be formally registered to work in Vietnam in 1996. Our program in Vietnam focuses on improving health, income generation, good governance, social monitoring, food security and resilience to the effects of climate change. AFAP has developed a solid reputation as a principled, innovative, and pioneering NGO working with a wide spectrum of stakeholders ranging from policy makers and local authorities to civil society organizations (CSOs) and vulnerable communities.

Who we are looking for?

- A talented, dynamic, and highly motivated person who is interested in learning about development work;
- A person with high degree of initiative and flexibility;
- A potential development worker who is willing to be exposed to all aspects of our work, including administration, communications, finance and travel to the field to support communities;
- A great team player who is supportive and positive in both life and work.

Position: Communications Intern

Type of contract: 6-month full-time internship contract

Work location: Hanoi with occasional travels to project areas

Starting from: August 2016

KEY RESPONSIBILITIES

1. Supports the organization's communications, outreach and fundraising tasks;
2. Provides support to partnership development and proposal writing;
3. Provides support to program administration, operations and reporting;
4. Demonstrates commitment to improving self-capacity for INGO work;
5. Other tasks as deemed necessary and appropriate.

QUALIFICATIONS REQUIRED

Technical knowledge/skills:

- Previous experience in development communications and excellent written & spoken communication skills;

- Previous experience in story writing and creative products designing;
- Familiarity with design software and photography skill;
- Familiarity with AFAP's thematic areas of work.

Education: University degree in social science, communications or relevant field.

Work experience: At least 6 months of relevant work experience in the not-for-profit sector or in communicational work is preferable.

Language: Fluent level of English and Vietnamese, both spoken and written.

For more information, please see the attached [job description](#).

How to apply:

Please email your CV and cover letter in English with the subject line of **“CI Application_Your name”** by **3rd August 2016** to recruitment@afapvn.org

Candidate reviews will commence immediately upon publication of this announcement and will continue until suitable candidate has been identified. While we appreciate all responses, only shortlisted candidates will be contacted.

AFAP Vietnam is an equal opportunities employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation.