

TERMS OF REFERENCE
Internship for the Southern Region Office

Position Intern for Southern Region Office	Contract duration 1 year from the date of joining in 2016
Supervisor Southern Program Coordinator	Duty station Ho Chi Minh city with travels to fields if required.
Key working relationship All AAV staff and others as required	Commencement date As soon as possible
Working time Full time (7.5 hours per day, from Monday to Friday)	Budget/Fee 220,000VND/working day Southern Region Budget

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 Vietnam (AAV) started its program in Son La province in 1989 and currently supporting to implement development programmes in more than 20 provinces in Vietnam, both in urban and rural areas nationwide. AAV has 3 offices of which the Head Office locates in Hanoi, the Central Regional Office locates in Buon Ma Thuoc city and the Southern Regional Office locates in Ho Chi Minh city.

In the Southern area, AAV is supporting partners to implement Local Rights Programmes and projects in Ho Chi Minh City, Soc Trang, Tra Vinh, Vinh Long, Bac Lieu and Kien Giang provinces. To meet the demand of strengthening Human Resource to improve quality of programmes and project, Southern Regional Office needs to recruit one Internship Position to support administration work with detail of term and condition described as below.

2. Deliverables

- Assigned activities are performed with quality and within timeline
- Monthly updates are delivered on time and with quality
- All communications need to copy to Line Manager or should be agreed before distribution
- Other supporting tasks should be delivered with quality as agreed with Line Manager

3. Scope of work (inclusive of key tasks & indicator)

Intern will cover some tasks related to:

3.1 Administration

- Support Southern Office operation by:
 - i) Ensuring that the phone call is picked up timely
 - ii) Managing stationery and post service for the office
 - iii) Making monthly payment for stationery, post service, taxi, subscription fee,...
 - iv) Following up the contract management of the office

- v) Ensuring leave cards (annual leave, sick leave,....) of staffs in the region are well managed
- vi) Being in charge of managing cleaning service for the office,
- vii) Managing asset inventory and control, maintenance of current used and handling of non-functioned
- Assist Southern Programme Coordinator in programme/project activities by:
 - i) Supporting to maintain a proper filing system for the office, programme/project documents as requested
 - ii) Supporting to take meeting minutes as required
 - iii) Conducting other tasks assigned by line-manager
- Translate documents from Vietnamese into English or vice versa

3.2 Logistic support

- AAV staffs and guests are supported in terms of accommodations and transportation when travelling to or from the office.
- All AAV training, workshops and campaigns which is supposed to take place in the region will be prepared and handled well

4. Qualification

- Education (Degrees/certificates required): University degree in social science/ Business management/marketing/economic development or any relevant field.
- Excellent language skills in Vietnamese and proficiency in English
- Good analyzing and logical thinking skills

5. Payment (Rate of fee/allowance per working day, insurance provided, time of 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 Intern policy by AAV.

6. Other benefit and responsibilities

- ActionAid Vietnam will write reviews and acknowledge after the collaboration period of the Intern with AAV if s/he meets the requirements of AAV and at his/her request to apply to other organizations.
- The intern is expected to follow strictly the Intern Policy and other related policies of AAV.
- The Intern is required to keep all information and data during his/her internship period with AAV 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 by AAV.

7. How to apply

- Written application in English, stating why you are suitable for the post, together with full curriculum vitae, certified copies of available degrees should be submitted by **August 20th, 2016** to job.aav@actionaid.org, Subject: Application for Intern – Southern Region Office – 2016 or **ActionAid Vietnam**, Attn.: Human Resources & Organizational Development Department, 5th Floor, 127 Lo Duc Street, Hai Ba Trung District, Hanoi
- Only short-listed candidates will be contacted. Applications will not be returned.
- Candidates from (gender, ethnic or others) minority groups are encouraged to apply.