

SAVE THE CHILDREN INTERNATIONAL

PROGRAMS ROLE PROFILE

JOB TITLE: Communications Intern	
TEAM/PROGRAMME: Support Services	LOCATION: Hanoi
GRADE: N/A	
CHILD SAFEGUARDING: Level I – the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE: To assist the Communication Officer with the communication work by Save the Children in Vietnam, including with internal and external communication in compliance with Save the Children communication guidelines, coordination of the communication, programme promotion, information sharing, media relations and advocacy.	
SCOPE OF ROLE: <ul style="list-style-type: none">• Reports to: Communications Officer Dimensions: Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY: Assist the Communications Officer to: <ul style="list-style-type: none">• Implement assigned tasks from a communications strategy for Save the Children in Vietnam, in collaboration with the program teams• Continuously update Save the Children information on relevant websites and social media (Facebook, Twitter, Instagram etc.) with guidance from Communications Officer• Draft communications materials (including program brochures, quarterly newsletter, and other promotional products), with guidance from Communications Officer• Coordinate with or provide support to program team to produce and promote case studies and success stories which highlight program achievements• Prepare dissemination plan for produced Save the Children information and materials both internally and externally (including sharing publications and other products within Vietnam)• Maintain documentation, photographic, and video library• Support Communications Officer in implementation of Every Last Child campaign• Support program teams to draft project-related communications and/or branding strategies, as	

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needed

- Provide editing and formatting support to country office and programmatic reports and presentations
- Maintain a relevant list of local print and television journalists for promotion of Save the Children's work among government and general public
- Help to prepare Save the Children information displays at national and other advocacy events

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

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- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

- Fresh bachelor - university degree, preferably journalism/ media
- Some work experience in the IT or communications field
- Some knowledge of publications preparation and desktop publishing
- Some experience in social marketing and/or public education
- Ability to establish/manage information systems, databases, websites
- Familiar with publicity, promotions, public relations, advertising
- Excellent spoken and written English & Vietnamese
- Experience of donors, working with media and networks preferred
- Teamwork and coordination skills
- Presentation skills
- Ability and willingness to travel

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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