

## INTERNATIONAL LABOUR ORGANIZATION

**Assignment:** Intern – General and M&E

**Duration:** 6 months (full-time)

**Duty Station:** ILO Country Office for Viet Nam in Hanoi

**Organization Unit:** Project “Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam” (ENHANCE)

### Tasks

The technical cooperation project namely “*Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam*” (ENHANCE) is funded by the United States Department of Labour (USDOL), through ILO, to support Ministry of Labour, Invalids and Social Affairs of Vietnam (MOLISA) to address the issue of child labour. The project will be implemented for the period of 2015-2019.

The Project will direct technical support to enhance government efforts to counter child labour, building the achievements to date and making particular effort to address the informal sector and identified priority industry sectors. The project will engage with a wide range of government, social partners and civil society in its implementation. The project direct interventions will be implemented in three provinces: Ho Chi Minh City (HCMC), An Giang Province and Hanoi.

To support the implementation of this project, the ILO Office for Viet Nam is hiring a project intern. S/he will be responsible for supporting the implementation of the project namely “*Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam*” (ENHANCE). The intern will work in close collaboration with the ILO’s project partners.

The intern will be based in Hanoi and will work under the general supervision of the Monitoring and Evaluation Officer (M&E Officer) but report to the Chief Technical Advisor, also based in Hanoi. He/She will work closely with the project team members in Ha Noi and Ho Chi Minh city. Under the guidance of the M&E Officer and with inputs from project staff, the intern will perform the following tasks:

- Support the implementation of the Comprehensive Monitoring and Evaluation Plan to ensure the progress and quality of the project’s implementation.
- Support the implementation of the project’s interventions on capacity building and direct support to the target groups at both national and local levels.
- Support the translation of the documents from English into Vietnamese and vice versa
- Perform other relevant tasks requested by the Chief Technical Advisor and project’s technical staff

## QUALIFICATION REQUIREMENTS

### Education

The candidate must be enrolled in the final year of a graduate degree programme, or in a higher degree programme, in economics, statistics, social sciences and/or a related field, or have completed such programme in the year preceding the application.

**Languages** - Excellent written and spoken English and Vietnamese

### Competencies

- Ability to communicate effectively in writing and verbally
- Show willingness to acquire new knowledge
- Ability to work as an independent member of a diverse team
- Ability to produce quality results efficiently
- Ability to work in a multicultural and multilingual environment

#### **Financial and other matters**

Where the intern is not supported by any institution, a stipend to cover basic subsistence costs will be paid by the ILO. In Hanoi, this will be at the level of US\$450 per month including contribution towards the cost of medical insurance to cover the period of internship.

The intern will be provided the facilities needed to carry out their tasks, such as office space, access to a PC, printer, and telephone.

Interested candidates are requested to send applications, including a cover letter and updated CV to [han\\_enhance@ilo.org](mailto:han_enhance@ilo.org) and [buidung@ilo.org](mailto:buidung@ilo.org) no later than 5 p.m 4<sup>th</sup> August 2017.