

Job Description

Programme Intern

Job title:	Programme Intern
Location:	Hanoi
Starting Date:	September 2019
Key responsibilities:	This position will provide supports to TT's organizational and projects' communications and administration/logistics
Position Type:	Vietnamese national post, full-time (5 working days/week)
Contract duration:	6 months, with possibility of extension (subject to funding and performance)

Background information

Towards Transparency (TT) is a Vietnamese non-profit consultancy company founded in 2008 to contribute to prevention and fight against corruption. In March 2009, TT became the National Contact of Transparency International (TI) in Vietnam. TI is the global civil society organization working to stop corruption. TI works through National Chapters, National Contacts and other partners in more than 100 countries. Its international secretariat (TI-S) is based in Berlin, Germany.

Since 2009, TT has been supporting TI-S in designing and executing TI Vietnam Programmes 2009-2012, 2013-2015 and the ongoing 2016-2020 strategy. TI/TT's activities aim to contribute to effective implementation of anti-corruption policies and practice in the public sector, private sector and society towards reducing corruption in the country.

Currently, TT is looking for a young and motivated Vietnamese candidate to fill in the position of Programme Intern to join its team. S/he is expected to be energetic, hardworking, social media and web-savvy, and full of ideas about creative ways to engage audiences in TT's mission.

Position Title	Programme Intern
Responsibilities	<p>1. Assist the administration of social media (Facebook, Youtube) and websites of TT including Vietnam Open Government Partnership (OGP) platforms</p> <ul style="list-style-type: none"> Assist with creating and posting contents and visual materials on the existing social media accounts and websites (writing articles/short posts, creating illustrations, etc.) Assist with maintaining interactions on social media accounts (answering comments, inboxes) Translate contents from English/Vietnamese to Vietnamese/English Take quality photos at TT's events and update TT's photo gallery <p>2. Assist the organization of TT's events</p> <ul style="list-style-type: none"> Assist with inviting participants (via e-mail, phone, post) and getting confirmation Support with exhibiting TT's publications and promotional materials Support other logistics as assigned <p>3. Assist the Monitoring and Evaluation of TT's communications</p> <ul style="list-style-type: none"> Provide weekly media tracking of TT/TI Provide relevant staff with specific tracking of relevant events Provide regular tracking of TT's external events (that TT's staff attend and contribute) <p>4. Support internal communications</p> <ul style="list-style-type: none"> Make sure that TT staff understand and use communication templates and guidance to ensure consistency of TT's visual identity Support with TT's library management <p>5. Assist with other tasks as required</p>
Reporting line	To Communications Officer
Job Requirements	<p>Skills/Qualifications:</p> <ul style="list-style-type: none"> Proven experience in managing Facebook pages and websites.

	<ul style="list-style-type: none"> • Excellent translating skills (Vietnamese ↔ English), fluency in spoken and written English • Proven editing skill is a strong advantage • Excellent computer skills (MS Office, G-Suite) • Proven capacity to perform digital media skills (graphic design, clip making) is a strong asset • Internship experience in development work is a strong advantage • New graduates or fourth year students of a relevant university/college (Social sciences, English, Public Administration, Development Studies, Communications, Arts & Design) <p>Personal qualities:</p> <ul style="list-style-type: none"> • Strong and demonstrated interest and motivation to anti-corruption and good governance • A reputation for and commitment to integrity and honesty • Attentive to detail, diligent and reliable • Comfortable working to tight deadlines at a high level of quality • Open-minded and willing to learn and apply new concepts • A team player with strong interpersonal, inter-cultural and communication skill
Allowance/ Benefit package	<p>VND 5,000,000 net/month</p> <p>Entitlement of Monthly Social Insurance, Health Insurance and Unemployment Insurance</p>
Deadline and application details	<p>Interested candidates should send their application (motivation letter, CV and contact details of 2 references) in English to hr@towardstransparency.vn</p> <p>The closing date for applications is 3rd September 2019</p> <p>Only shortlisted candidates will be notified.</p>