



TERMS OF REFERENCE

Position Title : Good Governance Program Intern
Location : Hanoi
Duration : 6 months
Reports to : Good Governance Theme Manager
Working Relations : CDI staff

Responsibilities

Overall, Program Intern will be responsible for supporting the implementation of Good Governance projects and communication of Good Governance Program.

Specific Duties and Responsibilities

Support for the implementation of Good Governance's projects

- Maintain correspondence and hard-copy filing systems for project under the supervision of project assistant/project officer
- Provide meeting minutes for team meetings
- Provide secretariat support to meetings, workshops and trainings, photo-taking, drafting correspondents, data entry and logistic arrangements (book accommodation for participants, photocopy of materials, arrange transport, supply stationery)
- Assist in formatting, printing, photocopying, scanning project documents, materials and presentation upon requests
- Provide translation and interpretation services as required by the Program Officer/Assistant
- Cooperate in team work and provide cross sector support during the peak times of project activities

Support for Good Governance programs' communication work:

- Support in the production of program's publications including proof reading, editing, formatting, design, translation and printing
- Update website www.ngansachvietnam.net and fanpage *Ngân sách Việt Nam* with relevant news, articles, and case stories (i.e. state budget management, state budget transparency, accountability and people's participation)
- Support in media clipping, media outreach as required
- Provide minute taking, photo taking and logistics arrangement in team meetings, field trips and other communication events
- Support other tasks if required.

Qualifications and Skills

- Must be Vietnamese



- 3-4th-year students in either communication, journalism, Pr major or public policy, public administration, social science, social studies, or related fields
- Commitment and inspiration to work in development areas
- Proficiency in Microsoft Office programs
- Good command of English, including translation and interpretation from Vietnamese to English and vice-versa
- Experience in website and Facebook page management is an advantage
- Proficiency in graphic design and clip editing is an advantage
- Strong communication, organization and interpersonal skills
- Responsible and strong attention to detail
- Willing to learn and adapt to new contexts
- Dynamic and self-motivated character
- Ability to work independently and with the team

Approved and Signed

Agreed and Signed