

Terms of Reference – Communication Intern

PROJECT	Technical Assistance for the ARISE+ Programme in Vietnam
ROLE	Intern
PLACE OF POSTING	Hanoi, Viet Nam
INDICATIVE STARTING DATE	March 2022
INDICATIVE DURATION OF THE ASSIGNMENT	3 – 6 months
OBJECTIVE OF THE ASSIGNMENT	The Communication intern will support in the communication and visibility of the Project and its activities and contribute for the development and distribution of communication campaigns.
INPUTS	Full/Part time
SUPERVISION	Reporting to the Team Leader

BACKGROUND

The European Union funded project “Technical Assistance for the ARISE+ Programme in Vietnam”, of which this assignment is a part, aims at providing technical assistance to the Vietnamese Government to maximise Viet Nam's benefits from preferential trade regimes, with a focus on regional agreements and the EU-Viet Nam Free Trade Agreement (FTA) and the Investment Protection Agreement (IPA).

INDICATIVE TASKS:

Support for the day-to-day communication and visibility of the project and its activities, including the following:

- Support the development and implementation of a communication and visibility plan;
- Contribute to the content and design development of overall communication products, including information sheets, presentations, press releases, website content, social media posts, reports and other communication materials;
- Support in the production process of project video, talk-shows on television and radio programme
- Assist in paperwork for communication and projects activities
- Support the communication and visibility for meetings, workshops and events;
- Other supporting tasks as assigned by the Team Leader

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE:

Qualifications:

- Students completed or working toward a college degree (junior level and up), preferably in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations)
- Understanding of the basic principles of public relations and/or marketing
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Know how to use Adobe Illustrator and Photoshop is a plus
- Demonstrate strong interpretation, translation, communication and interpersonal skills
- Excellent oral and writing skills in English and Vietnamese;
- Well-organised with good multi-tasking abilities.