

Terms of Reference – Project Intern

PROJECT	Technical Assistance for the ARISE+ Programme in Vietnam
ROLE	Interns
PLACE OF POSTING	Hanoi, Viet Nam
INDICATIVE STARTING DATE	March 2022
INDICATIVE DURATION OF THE ASSIGNMENT	3 – 6 months
OBJECTIVE OF THE ASSIGNMENT	The Project intern will support mostly in organizing Project's activities including logistics preparation for events/workshops, translation and coordination with services providers to implement the activities.
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 in technical activities including organization of workshops, seminars, training activities, monitoring of missions of international and local experts, contacting stakeholders;
- Support the Project Team in preparing concept notes for the workshop, training or other events;
- Support the monitoring and assessment of the event and contribute to the event report;
- Support in translation and interpretation from Vietnamese-English and English-Vietnamese (both oral and written) for Project Team
- Assisting the international expert team in arranging and carrying out field missions (meeting schedule, trip coordination, reception);
- Supporting the International Expert Team in secretariat works;
- Other tasks as required 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., Business Management/ International Economics/ Foreign trade/ Law/ International Business and other related concentrations)
- 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.