



## Terms of Reference

# COMMUNICATION INTERNSHIP

Title:	Communication Intern
Number of positions:	01 (part-time or full-time)
Duration:	6 months
Supervisor:	Communication Officer

**Applications should be sent to: Ms. Tu Anh Nguyen (HR Manager) at [nguyen.tuanh@helvetas.org](mailto:nguyen.tuanh@helvetas.org) before 17.00 July 10, 2021.**

### **OVERVIEW**

Helvetas is a non-governmental organization, founded in Switzerland in 1955, and supported by more than 100,000 members and sponsors as well as 12 regional volunteer groups. Helvetas has been operating in Vietnam since 1994 in the sectors of agriculture, forestry, governance and peace, water and sanitation, and rural development. Today, Helvetas Vietnam's programs focus on Sustainable and Inclusive Economies, specific interfaces with Climate Change and Vocational Skills Development are considered and further deepened.

Helvetas Vietnam offers 6-month internship opportunity to highly motivated applicants in order to provide support to communication activities of Helvetas Vietnam and its current projects. The intern will work under and report to the Communication Officer.

### **MAJOR TASKS**

The intern is expected to contribute to the following tasks:

- Support in developing communication contents and visuals (texts, illustrations, animations, photos, audio files, video clips);
- Support in the management of the websites and social media (Facebook fanpages, Youtube channels);
- Provide supports for events, campaigns, media trip, donor visits;
- Support in developing communications publications and telling engaging stories;
- Support the translation of Vietnamese-English and vice versa.
- Other tasks as assigned.

### **REQUIRED QUALIFICATIONS AND SKILLS**

- University/College students; those with major of Communication, Marketing, Journalism, Graphic Design, English language, or related fields are preferable;
- Good writing skills in English and Vietnamese; Having a nice voice is preferable.
- A keen eye for aesthetics and details;
- Basic skills in graphic design (familiar with design software like Adobe Photoshop, Illustrator, Canva, or similar);
- Video-making and photography skills is a plus.
- Excellent communication skills;
- Energy, enthusiasm, quick learning, good organizational skills.

### **APPLICATION**

- A CV with an updated photo;
- A short introduction video clip (using mobile phone camera is acceptable) of about 30-60 seconds, free style, to tell who you are and why you are suitable for the position.
- Your designs portfolio or samples of your own articles and/or visual works (optional).