



IT Internship Announcement

Vietnam Education Foundation

Location: Hanoi, Vietnam

The Vietnam Education Foundation (VEF) is seeking two (2) well-qualified Vietnamese to act as IT interns in August 2011 during the second phase of the VEF Fellowship selection process for Cohort 2012, namely, the Oral Exam/Interview, which is also referred to as the VEF Mission. The interns will work in Hanoi and will assist VEF staff with all IT related arrangements for the Mission. Details are described as follows.

Position Descriptions: The IT interns assist VEF staff with the following tasks:

- Setting up IT equipment for the interview rooms and the control room.
- Managing the control room during the interview days.
- Providing IT support to VEF staff and U.S. guests as requested.

The IT interns will report to the VEF IT and Data Manager.

Working Time/Dates: The IT internship in Hanoi consists of five (5) days from **August 3 through August 7**. During this period, the intern is expected to work full-time and possibly long hours from early morning through late evening, as needed, to accomplish the work. Each intern will take turn to take care of the control room at Sofitel Plaza Hanoi Hotel at the evening time from 6:00-10:00 pm. Professional business attire is expected during the Mission, which is typically a pant suit or dress (no jeans or tennis shoes).

Financial benefit: This IT internship is a paid position. An IT intern will earn US\$20 per day for the duration of the internship. In this case, an IT intern will receive an allowance of US\$100 (\$20 x 5 days). In addition, the interns will join two (2) group meals during the Mission: lunches on August 6-7 at Sofitel Plaza Hanoi Hotel.

Payment will be made 3-4 weeks after the completion of the Mission.

Other benefits: This internship provides the following opportunities for the interns: (1) to learn more about VEF, which is a U.S. federal agency with a mission to strengthen the U.S.-Vietnam bilateral relationship through educational exchanges in science and technology; (2) to practice English with native English speakers while improving communication skills; and (3) to work closely with the VEF teams from both Washington, D.C., and Hanoi, as well as with the staff and members of the prestigious National Academies of the United States.

Required Qualifications:

1. Vietnamese national.
2. Good command of English.
3. Graduate or university student, with a specialization in information technology (IT), or computer sciences.
4. Availability during the aforementioned period.
5. High level of flexibility regarding hours and days of work as well as job duties.
6. Positive attitude, enthusiasm, and interest in supportive teamwork.

Interested candidates should send to VEF (thanhnguyen@vef.gov) a cover letter and a short resume/curriculum vitae by 9:00 am, Wednesday, July 20, 2011.

The Vietnam Education Foundation (VEF) is an independent Federal agency of the U.S. government created in December 2000 by the U.S. Congress to strengthen the scientific, engineering, medical, and technology communities of Vietnam through educational exchange and scientific and technical cooperation. More background information can be found at the VEF website: www.vef.gov