



The Vietnam Education Foundation (VEF) is an independent U.S. Federal Government agency created by the U.S. Congress in 2000 and funded annually by the U.S. Government through 2018. The mission of VEF is to strengthen the bilateral relationship between the United States and Vietnam by focusing on educational exchanges in the sciences (natural, physical, and environmental), engineering, mathematics, medicine, and technology (including information technology).

VEF is recruiting an Intern, who must be a Vietnamese national, to join the VEF team based in Hanoi.

PLEASE READ the detailed job description that lists the specific duties, responsibilities, qualifications, and requirements for the position at the VEF website (www.vef.gov) under Employment.

INTERN
Job Description - Brief Summary

The Intern provides reception and administrative support for the activities and operations of the Vietnam Education Foundation. The Intern reports directly to the Finance, Human Resources and Administration Manager.

APPLICATION PROCEDURE

DEADLINE FOR RECEIPT OF APPLICATIONS: FRIDAY, OCTOBER 30, 2015

Please send the following by email: 1) a cover letter in English, specifying how you meet the qualifications (as stated in the online job description); and 2) your resume in English with your full contact information, including an email address, to the following email address **by Friday, October 30, 2015**:

**Vietnam Education Foundation
Room 502, Hanoi Towers, 49 Hai Ba Trung, Hanoi
Email: recruitment@vef.gov**

Please indicate “VEF” and the title of the position for which you are applying in the subject line of the email.

**Date of hire: November 15, 2015
The position will remain open until filled.**

PLEASE - No follow-up phone calls or inquiries to VEF.

Short-listed candidates will be invited for a face-to-face interview at the VEF Hanoi Office.

THE VIETNAM EDUCATION FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER.

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Job Description

INTERN

OVERVIEW:

- **Introduction of VEF:**
The Vietnam Education Foundation (VEF) is a U.S. Federal Government Agency (www.vef.gov) with all final decisions and guidelines for all VEF activities and operations determined by the VEF U.S. Headquarters Office.
- **Location:** The position is located in the VEF Hanoi Field Office.
- **Job purpose:** The Intern provides reception and administrative support for the activities and operations of the Vietnam Education Foundation.
- **Reporting lines:**
 - o **Position reports to:** The Finance, Human Resources, and Administration Manager (FHRAM) in the VEF Hanoi Field Office.
 - o **Staff reporting to this post:** N/A
- **Type of employment:** Full-Time (9.5-month labor contract). Expected employment period: November 15, 2015 to August 30, 2016.
- **Compensation:** VND 3,500,000 gross per month including Vietnam government social insurance.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- I. Key duties and responsibilities 1: Receptionist (45%)**
 1. Maintain the front desk and reception area as well as the conference room and staff sitting area.
 2. Greet, assist, and show visitors the office or escort them to the conference room.
 3. Direct calls and respond to inquiries.
 4. Perform general clerical duties to include, but not limited to, filing, photocopying, faxing, and mailing.
 5. Sort and distribute incoming correspondence, including faxes and emails.
 6. Assist in the planning and preparation of meetings, conferences, and conference calls.
 7. Update and maintain all VEF contacts, including the Outlook Contact system.
- II. Key duties and responsibilities 2: Administrative support (45%)**
 1. Prepare business cards for the VEF Board members and staff.

2. Assist the Administration Assistant (AA) with the preparation of travel authorization, travel vouchers, medical assistance packages and travel insurance for VEF sponsored travelers.
3. Assist the AA in working with VEF vendors for service orders and purchases.
4. Manage and maintain an adequate inventory of office supplies and refreshments.
5. Assist the AA in making travel and accommodation arrangements for VEF Board members, the Executive Director (ED), and the U.S. staff traveling to/from the United States and in Vietnam.
6. Translate VEF general documents such as press releases, VEF on the news, etc.
7. Be responsible for logistics arrangements with the press and media.
8. Together with the AA to assist with logistics arrangements related to the VEF programs and activities especially during the major projects and events of VEF such as the Pre-Departure Orientation.
9. Provide support to the program team when required.

III. Key duty and responsibility 3: Other duties (10%)

1. Demonstrate commitment to the VEF mission and promote the VEF image and reputation in Vietnam.
2. Other duties as assigned by the FHRAM and/or the Deputy Director of Finance and Administration and/or the Country Director.

QUALIFICATIONS AND REQUIREMENTS:

1. Vietnamese national.
2. Graduate with a specialization in English, international affairs, or a related field.
3. High level of English proficiency (listening, speaking, reading, and writing).
4. Strong computer skills in using Microsoft Office Suite (Outlook, Word, Excel, Power Point).
5. Experience in working with foreign visitors.
6. Demonstrate a positive, supportive, and professional attitude and a strong sense of responsibility.
7. Excellent ability to organize work and meet deadlines, demonstrating self-motivation and a performance orientation.
8. Positive attitude, enthusiasm, and interest in supportive teamwork.

Date of issue: October 16, 2015