



Internship Announcement
Vietnam Education Foundation
Location: Hanoi and Ho Chi Minh City, Vietnam

The Vietnam Education Foundation (VEF) is seeking six (06) well-qualified Vietnamese to act as interns in August 2010 during the final phase of the VEF Fellowship selection process for Cohort 2011, namely, the Oral Exam/Interview, which is also referred to as the VEF Mission. Three interns will work in Hanoi and the other three will work in Ho Chi Minh City. The interns will assist VEF staff with all arrangements for the Mission, including logistics and assisting the U.S. visiting experts, who are notable scientists and professors selected by the National Academies of the United States. Details are described as follows:

Position Description: The internship position includes the following tasks:

1. Assist with logistics for the VEF Mission, including:
 - a. Preparing the welcome package and documents for U.S. professors (for the interns in Hanoi only).
 - b. Managing the reception table during the interview days.
 - c. Assisting VEF staff in managing the control room during the interview days.
2. Assist with other related arrangements for U.S. professors during their stay in Vietnam, including:
 - a. Escorting the U.S. professors to their lectures/presentations at Vietnamese research and educational institutions.
 - b. Escorting and guiding the U.S. professors to various cultural and tourist sites in Hanoi and Ho Chi Minh City.
3. Assist with the Mission as requested.

The interns will report to the VEF Program Assistant(s).

Working Time/Dates: The internship in Hanoi consists of 7.5 work days, occurring during two timeframes: (1) from **August 2 through August 5** (4 days), and (2) from **August 7 through noon, August 10, 2010** (3.5 days). The internship in Ho Chi Minh City consists of 2 days, occurring from **August 11 to August 12, 2010**. 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. Professional business attire is expected during the Mission, which is typically a pant suit or dress (no jeans or tennis shoes).

Financial benefit: This internship is a paid position. An intern will earn U.S. \$20 per day for the duration of the internship. In this case, an intern in Hanoi will earn \$150 (\$20 x 7.5 days) and an

intern in Ho Chi Minh City will earn \$40 (\$20 x 2 days). In addition, the interns will join three group meals during the Mission: a welcome lunch on August 7 and 2 lunches on August 8-9 (for interns in Hanoi); and 2 lunches on August 11-12 and a farewell dinner on August 13 (for interns in Ho Chi Minh City).

(Note: Business attire is required at the Welcome and Farewell receptions)

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 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 U.S.; and (3) to meet outstanding young Vietnamese, who are candidates for the VEF Fellowships.

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

Note: The interns do not have to pay taxi bills/fares when they escort the U.S. scientists to their lectures/presentations. These expenditures will be covered by VEF.

Required Qualifications:

1. Vietnamese national.
2. High level of English proficiency.
3. Graduate or university student, with a specialization in English, international affairs, or a related field.
4. Being available during the afore-mentioned period.
5. High level of flexibility regarding hours and days of work as well as job duties.
6. Ability to travel by car to Vietnamese universities and/or research institutes within Hanoi (for interns in Hanoi) and ability to travel by car to Vietnamese universities and/or research institutes within Ho Chi Minh City (for interns in Ho Chi Minh City).
7. 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, Thursday, July 22, 2010.

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