



Volunteer 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 volunteers 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 volunteers will work in Hanoi and three will work in Ho Chi Minh City. The volunteers will assist VEF with escorting the U.S. visiting experts, who are notable scientists and professors selected by the U.S. National Academies (NA), their travel companions and NA and VEF Washington D.C staff.

Position Description: The volunteer position includes the following tasks:

- Escort and guide the U.S scientists/their companions/NA and VEF U.S., staff to lectures, meetings, historical sites, cultural events, or other sites requested by guests.
- Assist VEF staff with logistics-related tasks as requested.

The volunteers will report to the VEF Assistant Director of Finance and Administration and/or an assigned Program Assistant.

Working Time/Dates: The volunteers are expected to work for three days either in Hanoi (August 7 through August 9) or Ho Chi Minh City (August 11 through August 13) on a full-time basis, which may include long hours from early morning through late evening, as needed, to accomplish the work. Volunteers are expected to wear business casual attire (no jeans, shorts or tennis shoes). The volunteers are requested to attend a one-hour Orientation Meeting for VEF volunteers on August 4 at VEF Hanoi Office in Hanoi or on August 10 at the New World Hotel Saigon in Ho Chi Minh City. Exact time will be informed to the volunteers later.

Benefits: This voluntary job provides the following opportunities for the volunteers: (1) to learn more about VEF, which is a U.S. Federal government 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, learning about American culture and sharing the Vietnamese culture with U.S. guests; (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; and (4) to receive a VEF Certificate recognizing the volunteer's contribution to the VEF Mission.

Financial Benefit:

- This voluntary job is a non-paid position. Yet, all volunteers are invited to join the following activities hosted by VEF either in Hanoi or Ho Chi Minh City. Specific times are as follows:

- + In Hanoi: Welcome Lunch on August 7 and lunches on August 8 and 9;
- + In Ho Chi Minh City: Lunches on August 11 and 12 and Farewell Dinner on August

13.

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

Note: The volunteers do not have to pay taxi bills/fares when they escort the U.S scientists and/or their dependents. These expenditures will be covered by the scientists and/or their dependents themselves.

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. Available on August 7, 8 and 9 (in Hanoi) or August 11, 12 and 13 (in Ho Chi Minh City).
5. High level of flexibility regarding hours and days of work as well as job duties.
6. Ability to travel by car within Hanoi (for volunteers in Hanoi) and ability to travel by car within Ho Chi Minh City (for volunteers in Ho Chi Minh City).
7. Positive attitude, enthusiasm, and interest in supportive teamwork.

For further information or clarification, please contact VEF at: Email: thanhnguyen@vef.gov, Tel: 0169 3330 486. The application deadline is 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