



## **Volunteer Announcement** **Vietnam Education Foundation**

**Location: Hanoi and Ho Chi Minh City, Vietnam**

The Vietnam Education Foundation (VEF) is seeking ten (10) well-qualified Vietnamese to act as volunteers 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. Five (5) volunteers will work in Hanoi and five (5) will work in Ho Chi Minh City. The volunteers will assist VEF staff with all logistics arrangements for the Mission. Details are described as follows.

***Position Descriptions:*** The volunteers assist VEF with the following tasks:

- Managing the reception table during the interview days.
- Escorting and guiding the U.S scientists/their companions/the National Academies and VEF U.S. Board Members and staff to lectures, meetings, historical sites, cultural events, or other sites requested by guests.
- Assisting VEF staff with logistics-related tasks as requested.

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

***Working Time/Dates:*** The volunteers are expected to work for four (4) days in Hanoi (August 4 through 7) and three (3) days in Ho Chi Minh City (August 9 through 11) 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 3 at VEF Hanoi Office in Hanoi or on August 8 at New World Saigon Hotel in Ho Chi Minh City. Exact time and venues 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; (4) to meet outstanding young Vietnamese, who are candidates for the VEF Fellowships; and (5) to receive a VEF Certificate recognizing the volunteer's contribution to the VEF Mission.

### ***Financial Benefit:***

- This voluntary job is a non-paid position. However, VEF will cover a motorbike parking fee of VND20,000 day/motorbike for each volunteer. In this case, a volunteer in Hanoi will receive VND80,000 (VND20,000 x 4 days) and a volunteer in Ho Chi Minh City will receive VND40,000 of parking fees (VND20,000 x 2 days). In addition, 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: Two (2) lunches at Sofitel Plaza Hanoi Hotel on August 6 and 7;
- + In Ho Chi Minh City: Two (2) lunches at New World Saigon Hotel on August 9 and 10.

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 4 through 7 (in Hanoi) or August 9 and 11 (in Ho Chi Minh City) for the Mission and on August 3 in Hanoi and on August 8 in Ho Chi Minh City for the orientation.
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.

**Interested candidates should send to VEF ([vefhanoi@vef.gov](mailto:vefhanoi@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](http://www.vef.gov)