

JOB DESCRIPTION

Job title	Assistant to the Country Director (Intern)	Office	Hanoi, Vietnam
Type of employment	Full time (06-month contract)	Department	
Expected Start	As soon as possible	Reports to	Country Director
Background	<p>Aide et Action (AEA) (soon becomes Action Education) is an international non-governmental organization working in 19 countries across Africa, Europe, South Asia, and Southeast Asia to support the development of sustainable education projects.</p> <p>Our vision: Changing the world through education.</p> <p>Our Mission: AEA ensures access to quality education for the most vulnerable and marginalized populations, especially children, so they can take charge of their own development and contribute to a more peaceful and sustainable world. AEA’s staff operate in the spirit of shared decision-making which demands teamwork, transparency, mutual respect, integrity, personal initiative, creativity, and professional discretion.</p> <p>Our projects in Southeast Asia started in 2003 with local partners and government agencies in Cambodia, Vietnam, and Lao PDR to enhance the quality of education as well as to facilitate the access to quality education. In Vietnam, AEA focuses on three main themes:</p> <ul style="list-style-type: none">• Early Childhood Care and Education (ECCE)• Access and Quality of Education (A&Q)• Livelihood Education		
Position Overview	<p>The person’s primary responsibility is to assist the Country Director with paper work. This internship position is open to graduate students as well as recent university graduates and individuals looking to make a career change.</p>		
Core Accountabilities			
Duties & Key Responsibilities:			
1. Administrative Support			
➢ Manage the CD’s calendar, including scheduling meetings, appointments, and travel arrangements.			
➢ Prepare, edit, and review documents, presentations, reports, and correspondence on behalf of the CD.			
➢ Organize and maintain confidential files, documents, and records.			
➢ Support planning and coordination of key events, workshops, and donor visits.			
2. Communication & Coordination			
➢ Act as a liaison between the CD and internal teams, partners, donors, and external stakeholders.			

- Ensure timely and accurate dissemination of information and follow-ups on action points from meetings.
- Draft letters, memos, emails, and meeting minutes for the CD.
- Screen and prioritize communications and inquiries for the CD.

3. Project & Program Support

- Assist in monitoring and tracking the implementation of strategic initiatives and action plans.
- Support the preparation of proposals, donor reports, and presentations for fundraising and advocacy efforts.
- Conduct background research and provide insights on specific topics as requested by the CD.
- Coordinate with teams to ensure alignment with organizational goals and objectives.

4. Stakeholder Engagement

- Coordinate meetings with partners, government agencies, donors, and networks, ensuring logistical and technical support.
- Represent the CD at meetings or events when required.
- Maintain and update stakeholder databases and assist with relationship management.

5. Other Duties

- Provide ad hoc support on cross-functional tasks and special projects.
- Undertake other tasks assigned by the CD to enhance the operational efficiency of the organization.
- Perform all necessary daily clerical tasks director requires.
- Support director in all her duties and effectively carry out assigned responsibilities.

Team Contribution:

- Constructively contribute and collaborate with all colleagues to achieve the organizational goals;
- Deliver high quality work that provides a conducive environment to our operating environment; and
- Comply with all legislations and the organization's policies and procedures.

Values and Behavior

- Promote and be a role model to support organizational culture, growth, performance and image
- Actively support the organization commitment to the principles of diversity, inclusion and Equal Employment Opportunity (EEO); and
- Actively demonstrate the organizational values:
 - **Dignity**
 - **Inclusion**
 - **Integrity**
 - **Solidarity**
 - **Transparency and Accountability**

Criteria	
Qualification	➤ Graduate student.

Experiences	<ul style="list-style-type: none"> ➤ Experience working and/or volunteering in the nonprofit sector (preferred);
Core Competency	<ul style="list-style-type: none"> ➤ Organized, consistently accurate and attentive to details; ➤ Superior research, writing, and communication skills; ➤ Superior interpersonal skills, including tact and diplomacy; ➤ Ability to learn quickly and respond to multiple demand; ➤ Computer literate with strong computer skills in MS Office, ability in graphic designing is an asset; ➤ Good written and oral communication in both Vietnamese and English; ➤ Ability to work under pressure and meet multiple deadlines (comfortable trouble-shooting and problem solving); ➤ Ability to work both independently and as a member of a team; ➤ Working with People: Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well. ➤ Drive for Results: Sets high standards for quality of work; monitors and maintains quality of work; works in a methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external stakeholders; accepts and tackles demanding goals with enthusiasm. ➤ Child Protection: Perform the highest standard to ensure child safeguarding in according with our Child Protection Policy.

STARTING DATE: As soon as possible

HOW TO APPLY: The interested candidates who meet the qualifications are invited to send their CV together with a cover letter to the following address: hr.vietnam@action-education.org with the subject title **[AEA (AE)-Assistant to CD Intern] Candidate Name**.

Application Deadline: 15th August 2025 (The recruitment process may end sooner if we find the suitable candidates).

Note: This position is for Vietnamese nationals only. Only shortlisted candidates will be contacted for further information and discussion.