

Term of Reference

Communications and Graphic Design Intern

Title: Communications and Graphic Design Intern
Number of positions: 01 (part-time or full-time)
Duration: 06 months
Supervisor: Communications Manager, ST4SD project
Location: Hanoi, Vietnam

OVERVIEW

Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

The Swiss Tourism for Sustainable Tourism in Vietnam (ST4SD), financed by the Swiss State Secretariat for Economic Affairs (SECO), aims at making Vietnam's tourism sector more sustainable and inclusive. As part of the economic development cooperation of Switzerland for Vietnam, it is implemented by the consortium of Helvetas Vietnam, a Swiss international NGO, and Center for Rural Economy Development (CRED), a Vietnamese NGO. The Ministry of Culture, Sports and Tourism appoints the Vietnam Authority of Tourism as the project owner.

THE INTERNSHIP PROGRAM

Helvetas Vietnam offers a 6-month internship opportunity to join ST4SD project for highly motivated young Vietnamese graduates who are passionate about communications for development, with a focus on sustainable tourism.

The selected intern will work in a professional environment, alongside Vietnamese and international experts. S/he will receive regular coaching and mentoring from the project's Communications Manager, building essential technical communication competencies, gaining invaluable practical work experience for their future career.

MAJOR TASKS

The intern is expected to actively learn, contribute, and provide support across the project's communications and administrative functions, with a strong emphasis on visual communication.

- Assist in creation of high-quality visual communications products, including graphic design, illustrations, animations, photo editing, and video/audio clips.

- Support the management and content updating for the project's digital platforms (websites, Facebook, LinkedIn, and YouTube).
- Assist in developing communication publications, success stories, and compelling narratives.
- Provide support for English-Vietnamese and Vietnamese-English translation of communication materials.
- Provide logistical and communications support for project events, campaigns, media trips, and donor visits.
- Assist the Communications Manager in contacting and coordinating with program partners, consultants, and other stakeholders.
- Support general office administrative works.
- Undertake other tasks assigned by the supervisor.

REQUIRED QUALIFICATIONS AND SKILLS

- University/college recent graduate in communications, journalism, graphic design, or a related field.
- Good writing and verbal communication skills in both English and Vietnamese.
- Good skills in graphic design, with familiarity and practical experience using design software (e.g., Adobe Photoshop, Illustrator, Canva, or similar tools).
- Website editing, good command of Wordpress or similar software
- Experience in video-making and photography
- Excellent communication, teamwork, and organizational skills; highly motivated and proactive.
- Willingness to travel within Vietnam as required

APPLICATION

Interested candidates are invited to submit the following application documents:

- A Curriculum Vitae (CV).
- A short introduction video clip (30-60 seconds, free style, mobile phone quality is acceptable). The video should be in English, introducing yourself and explaining why you are suitable for this position.
- Your designs portfolio or samples of your own articles and/or visual works (Optional).
- Academic or professional references

Please send your applications to lien.le@helvetas.org, assist1@st4sd.vn, assist3@st4sd.vn **before 5pm on Monday, 20 December 2025**. The position is expected to start in January 2026.

Please note that only shortlisted candidates will be contacted.