

VACANCY INFORMATION

Job Title	Intern (Communication & Project Support)	Manager Name/Title	
Grade level	Intern	Department/Office	
		Work Location	Danang City

ABOUT MEDIPEACE

Medipeace is an international NGO founded in South Korea in 2009, operating in multiple countries including Vietnam. We work in the fields of public health, mental health, disability rehabilitation, and migrant health. Medipeace does not provide direct treatment but strengthens local health systems through community-based rehabilitation (CBR), capacity building, and technical cooperation with local partners...

- **Mission:** Creating a world where everyone has equal rights to health
- **Vision:** To be a leading NGO backed by expertise in healthcare, solidarity, and community trust.
- **Principles:**
 - Medipeace is not a one-way assistance organization; it is a solidarity partner, working together toward a shared goal.
 - We do not provide direct medical treatment but instead contribute to building sustainable healthcare systems.
 - Providing healthcare saves lives; building health systems saves entire communities.
- **Main Areas of Work:**
 - Community-Based Rehabilitation (CBR) for children with disabilities.
 - Public health capacity building and local health system strengthening.
 - Mental health and psychosocial support for vulnerable groups.
 - Disability inclusion, advocacy, and community awareness.
 - Disaster risk reduction and inclusive emergency response.

OVERALL PURPOSE OF THE POSITION

The Intern supports the Project Officer and Project Assistant in the implementation of project activities with a primary focus on communications, visibility, and administrative support. This role provides an excellent opportunity for a motivated individual to gain hands-on experience in the NGO sector, develop professional skills, and contribute to Medipeace's mission in Vietnam.

- Hands-on experience in communications and project management within an international NGO.
- Opportunity to develop professional skills in content creation, event organization, and community engagement.
- Exposure to the humanitarian and development sector.
- Supportive and collaborative working environment.
- Certificate of completion and reference letter upon successful internship.
- Monthly allowance and support (as per Medipeace's policy).

KEY RESPONSIBILITIES (L1-L5)

1. Communications and Visibility Support

- Assist in developing communication materials including newsletters, leaflets, posters, and social media content.
- Collect, edit, and organize photos, videos, and beneficiary stories for visibility and fundraising purposes.
- Support the creation of content for Medipeace Vietnam's social media channels (Facebook, website, etc.) to increase public engagement.
- Support in translating documents (Vietnamese-English / English-Vietnamese) for communication purposes.

2. Project Support and Administration

- Provide logistical support for organizing project activities such as training sessions, workshops, and community events (preparing materials, arranging venues, etc.).
- Support the preparation of purchase requests and coordinate with suppliers for basic procurement needs (stationery, office supplies)
- Perform other reasonable administrative tasks assigned by the Project Assistant, Project Leader, Team Leader or Country Director.

3. Monitoring, Evaluation, and Reporting

- Assist in conducting pre- and post-activity surveys and support data entry tasks.
- Participate in field visits and monitoring activities as required (take photos, record observations).
- Contribute to documenting lessons learned and success stories from project activities.

4. Other Tasks

- Perform other basic and reasonable tasks assigned by the Project Officer, Project Leader, or Country Director.

QUALIFICATIONS AND REQUIREMENTS

1. Education

Currently pursuing (last year student) or recently graduated (within the last 12 months) with a Bachelor's degree in Communications, Journalism, Public Relations, Global Health, Public Health, Social Work, International Development, Business Administration, or related fields.

2. Experience

- No prior work experience is required; however, involvement in university clubs, volunteer activities, or internships in communications or community projects is an advantage.
- Experience in managing social media pages or creating content is highly preferred.

3. Skills and Competencies

<i>Knowledge/ Skill/ Capacity</i>	<i>Required Level</i>
Administrative and organizational skills	Basis (Will training)
Event organization and logistics coordination	Basic (Will training)
Data entry and basic data analysis	Basic (Will training)
Document management and filing	Basic (Will training)
Proficiency in MS Office (Word, Excel, PowerPoint)	Intermediate
Content creation (writing, photo/video editing)	Basic to Intermediate
Social media management (Facebook, website)	Basic to Intermediate
Time management and multitasking	Intermediate
Attention to detail	High

4. Language and Other Requirements

- English: Basic conversation. Having a certificate of English is preferred (B1, TOEIC, IELTS, ...)
- Willingness and ability to travel and to remote project areas (if needed)
- Willingness to actively participate as a volunteer in campaigns, camps (Korean and Vietnamese), and community events organized by Medipeace, including on weekends or outside regular working hours when required.
- Proactive, responsible, and willing to learn.
- Good interpersonal and communication skills.

- Proficiency in MS Office and basic design tools (e.g., Canva, Adobe Spark, Capcut, ...) is a plus.

5. Personal Competencies

<i>Competency</i>	<i>Description</i>
Motivation & Personal Purpose	Demonstrates a clear interest in the humanitarian/development sector and aligns with Medipeace's mission
Emotional Resilience	Ability to adapt to a new working environment and manage pressure positively
Ethics & Integrity	Demonstrates honesty, accountability, and strong work ethics
Willingness to Learn	Open to feedback, proactive in learning new skills and knowledge

6. Social & Interpersonal Competencies

<i>Competency</i>	<i>Description</i>
Teamwork	Collaborates well with colleagues and partners
Adaptability & Flexibility	Ability to adapt to changes and new working conditions
Adaptability & Flexibility	Ability to adapt to changes, uncertain situations, and new working conditions
Communication	Good listening and clear communication skills
Problem-Solving	Basic skills in analyzing situations and proactive report to line manager

7. Cultural Fit & Organizational Alignment

<i>Criteria</i>	<i>Description</i>
Fit with Organizational Culture	Demonstrates a positive attitude, sense of responsibility, and willingness to learn
Commitment to Medipeace's Mission	Shares Medipeace's values and vision in the field of health and community development
Team Spirit	Collaborates well, demonstrates patience, solution-oriented approach, and supports colleagues

KEY WORKING RELATIONSHIPS

<i>Contact</i>	<i>Reason for contact</i>	<i>Frequency</i>
Project Officer and Project Leader	Receive guidance, report progress, seek approvals	Daily
Project Team Members	Coordinate for implementing project activities	Daily
Project Assistant	Coordinate for implementing project activities	Daily
Finance Officer	Coordinate payments, expenditures, and financial documentation	Weekly
Country Director	Receive guidance, report progress, seek approvals	Weekly
Local Partners & Authorities/ Project Implementing Partners	Support communication and coordination for project activities	Weekly
Suppliers & Consultants	Procurement, logistics, quality assurance	Monthly or On Occasion

DECISION MAKING

- Operate within Medipeace policies and guidelines and donor requirements.
- All decisions and actions must be carried out under the supervision and approval of the Line Manager and Project Assistant.
- Escalate issues beyond the scope of authority to the Project Assistant, Project Officer, and Project Leader in a timely manner.

APPROVALS

Line Manager Name:	Approval Date:
Country Director Name:	Approval Date: