

CEEC INTERNSHIP IN HO CHI MINH CITY

CEEC is looking for 01 intern to support our tasks in Ho Chi Minh City.

1. Time & Place

The intern is expected to present at least 3 times per week, at CEEC HCMC Office: 15th Floor, the Landmark, 5B Ton Duc Thang, District 1, HCMC
Timing: 3 months – begin from June 2017

2. Required tasks

- **Administrative tasks**
 - Preparation of meeting: meeting materials printing & meeting minutes drafting
 - Support preparation and dissemination of newsletter
 - Working with State bodies (Ministry of Labor, Invalid & Social Affair; Social Insurance, etc.)
 - Others if required
- **Project related tasks**
 - Support preparation for CEEC research/ project (prepare sheets, timeline, etc.)
 - Others if required
- **PR activities tasks**
 - Assisting in preparation of PR materials (flyers, standee)
 - Support in social media
 - Others if required

3. Requirement of qualification

- Have interest in working in a development & business environment
- Computer literacy and efficiently use basic Office soft wares (Word, Excel, PowerPoint), communication tools (Internet, email), and design tool (Photoshop)
- Fluently using English, written and spoken
- High self-motivation, ability to work independently and team-work
- Well-organized, open minded and keen to learn and work in a dynamic & intercultural environment

To apply, kindly send your CV and relevant certificates/ qualifications to Ms. Monika at monika@ceecvn.org before 16 May 2017. Email subject should be: “**CEEC HCMC Intern_[YourName]**”