

INTERNATIONAL LABOUR ORGANIZATION

Assignment: Communications intern

Duration: 6 months (full-time)

Duty Station: ILO Country Office for Viet Nam in Hanoi

Organization Unit: Project “Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam” (ENHANCE)

Tasks

The technical cooperation project namely “*Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam*” (ENHANCE) is funded by the United States Department of Labour (USDOL), through ILO, to support Ministry of Labour, Invalids and Social Affairs of Vietnam (MOLISA) to address the issue of child labour. The project will be implemented for the period of 2015-2019.

The Project will direct technical support to enhance government efforts to counter child labour, building the achievements to date and making particular effort to address the informal sector and identified priority industry sectors. The project will engage with a wide range of government, social partners and civil society in its implementation. The project direct interventions will be implemented in three provinces: Ho Chi Minh City (HCMC), An Giang Province and Hanoi.

The intern will support the Chief Technical Advisor (CTA) and the Awareness Raising Officer in communications, documentation and other assigned activities for the project entitled “Technical Support for Enhancing National Capacity to Prevent and Reduce Child Labour in Viet Nam (ENHANCE project). The intern will perform the following specific tasks:

- Support awareness raising officer and other officers in design, adapt graphics, develop and edit the project documents and materials.
- Support in implementation of communication strategies, plans, activities, tools and materials.
- Support the development of activities on use of communication technologies in order to raise awareness on child labour.
- Support to document good practices, cases stories and lessons learned for knowledge sharing.
- Contribute to the preparation of Project Work plan and report as relevant.
- Support other communications and training activities of the project.
- Perform other tasks requested by the CTA.

Required qualifications

- The candidate must be enrolled in the final year of a graduate degree programme, or in a higher degree programme, in communications, journalism, arts, social sciences and/or a related field, or have completed such programme in the year preceding the application.
- The candidate should have some skills in writing and editing.
- Communication skills such as digital media, social media, graphic designs and photo editing will be an asset.
- Excellent written and oral English skills are required.

Competencies

- Ability to communicate effectively in writing and verbally
- Show willingness to acquire new knowledge
- Ability to work independently and in a team
- Ability to produce quality results under deadlines
- Ability to work in a multicultural and multilingual environment

Financial and other matters

Where the intern is not supported by any institution, a stipend to cover basic subsistence costs will be paid by the ILO. In Hanoi, this will be at the level of US\$450 per month including contribution towards the cost of medical insurance to cover the period of internship

The intern will be provided the facilities needed to carry out his/her tasks, such as office space, and access to a PC, a printer, internet and a telephone.

Please send applications, including a cover letter and updated CV to han_enhance@ilo.org by 25 October 2016.