VIETNAM - EMBASSY OF CANADA TO VIETNAM

Number of Placements: 1

Placement Site: Hanoi, Vietnam

URL: www.canadainternational.gc.ca/vietnam/index.aspx?view=d

**Field/Subject Area:**

Open to all York students who meet the eligibility criteria

**Position Description:**

The intern at the Embassy of Canada in Vietnam will contribute to analysis and operations in support of Canada's official development assistance program in Vietnam. Working primarily as a member of the Canadian Development Assistance team in the Embassy, the intern will support research and analysis in related to CIDA's sectors of focus (primarily sustainable economic growth, with some food security and governance) as well as aid effectiveness. The intern will also work on communications products (e.g. project profiles, videos etc.) for key Canadian projects in Vietnam, sometimes in collaboration with the other sections at the Embassy, and will also work on a history of Canadian Development Cooperation from 1990.

The intern could also integrate into operational project teams and undertake specific tasks related to these projects.

This internship would provide a rewarding experience in a mission with a high-level of activity, in a very interesting political environment for development assistance.

**Duties/Tasks:**

* Leading on a history of Canadian development cooperation in Vietnam from the 1990s, and supporting the development of other analytical products as requested.
* Developing communication products to profile Canada's development cooperation program in Vietnam.
* Producing a desktop analysis of skills training initiatives ongoing in Vietnam, including pointing out possible linkages with CIDA programming in the sector.
* Supporting the development of the Annual Country Report for CIDA results in Vietnam
* Supporting in reviewing and preparing briefing books for the incoming Deputy Director.

Expected work hours:

8am - 5pm, Monday to Thursday, and 8am-3:30pm on Fridays. Possible overtime. Possible travel on the weekend when required.

Note: In-country travel opportunities might arise.

Preferred start date: Anytime in May

**Qualifications/skills required:**

* Initiative, autonomy, adaptability, flexibility, cultural sensitivity and a team work spirit
* Strong analytical skills
* Strong communication skills, written and oral
* Knowledge of key issues and stakeholders in international development, international affairs and trade
* General knowledge of the Government of Canada's priorities in S.E. Asia and Vietnam
* The intern must also be willing to perform additional tasks as exceptional circumstances may require.

**Language requirements:**

English. French and Vietnamese are also highly recommended

**Highlights of Organization/background information:**

The Embassy represents Canadian interests in Vietnam