

# EMBASSY OF CANADA TO VIETNAM

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**Number of Placements:** 1

**Location:** Hanoi, Vietnam

**URL:** <http://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 DFATD's sectors of focus (primarily sustainable economic growth 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 may 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.

## **Specific tasks will include:**

- Supporting the development of the Annual Country Development Report for DEV results in Vietnam.
- Using accumulated data on the history of Canadian development cooperation in Vietnam from the 1990s, preparing analytical and communications materials regarding the results derived from Canadian support to date.
- Developing communication products (including Facebook posts) to profile Canada's development cooperation program in Vietnam.
- Supporting management of operational development projects in Vietnam.
- Reviewing completed project files to ensure appropriate disposition.
- Other tasks as required.

**Expected work hours:**

8am - 5pm Monday to Thursday, and 8am - 1:30pm on Fridays. Possible overtime.

**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

**Language requirements:**

French and English; Vietnamese would be an asset.

**Highlights of Organization/background information:**

The Embassy represents Canadian interests in Vietnam. For further information, please see the following links:

<http://www.canadainternational.gc.ca/vietnam/index.aspx?lang=eng>

<http://www.international.gc.ca/development-developpement/countries-pays/vietnam.aspx?lang=eng>

<https://www.facebook.com/canadainvietnam>