



# REMOTE INTERNSHIP OPPORTUNITIES IN VIETNAM FROM ABROADER

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## GENERAL INFORMATION

Thanks to many geopolitical advantages, Vietnam has favorable conditions for international exchange with other countries in Asia and around the world. Besides, Vietnam is best-known as one of the hottest tourist destinations in the world with mysterious beauties of its nature and the hospitality of its people. Come to intern in Vietnam today if you want to gain a “cutting edge” experience for a global career in the future.

### Work benefits

International students will usually get some or all of the following benefits provided by their host organizations while doing an internship in Vietnam:

- Professional on-the-job training
- Develop interpersonal communication skills
- Build business network
- Develop project management skills
- Reference letter for good performance
- Certificate of completion
- Get monthly stipend (depends on each host)

### Intern requirements

- Be enrolled in university, graduated or have relevant work experience in the field of interest
- Languages: English (required by most host organizations)
- Proficient computer skills: MS Office, Email, Internet Usage, etc
- Soft skills & interpersonal skills (communication, teamwork, presentation, decision-making, time management, etc)
- Passion for work & ability to work under pressure
- Other specialized knowledge, professional skills & qualities to perform the job (vary by placement and depend on the specific host organization)

### Internship field

Internship placements and job descriptions can always be **CUSTOMIZED** to best meet students' personal and professional goals.



## ARDOR Group

### About the host organization

**Location:** Ha Noi, Ho Chi Minh

**Number of placement:** 1

**Website:** <http://www.ardorgreen.com>

### Organization Overview

ARDOR Group includes a full-service architecture firm with a focus on sustainable design and green building certification consulting. Established in 2005, ARDOR was awarded as a BCI Asia Top 10 Architecture Firm in Vietnam in both 2009 and 2015.

ARDOR has worked on over 100 highrise buildings as well as a wide array of other project types including resort villas, commercial offices, high end hotels, retail, and F&B. ARDOR supports clients from conceptual design phase all the way until building occupancy and into post-occupancy as needed to ensure user satisfaction.

In 2017, the ARDOR Green division was established as part of the larger ARDOR GROUP which is a full-service architecture firm focusing on sustainable design since 2005. ARDOR has worked on over 100 high-rise buildings as well as a wider array of other project types including resort villas, commercial offices, high-end hotels, retail shops and malls, and Food & Beverage stores.

ARDOR Green's services include consultations on green building certifications under LEED, LOTUS, and EDGE protocols, sustainable design guidance, building energy simulations, HVAC analysis, sustainable materials and equipment recommendations, and green design training.

## Green Building Intern

### Job Description

The purpose of this position is to support ARDOR Green's consulting, sustainable design, and building science research.

### RESPONSIBILITIES

- Conduct green building products, certification system, and market research
- Attend and assist at client meetings
- Attend site visits and assist in conducting site assessments
- Assist with document preparation for internal and external purposes
- Participate in weekly team meetings
- Preliminary energy simulations
- Graphic design
- Assist with occasional event planning and execution
- Some translation between English and Vietnamese
- This list may be amended with staff agreement per staff capabilities and changing work demands

### Education Requirements

- Bachelor's degree candidate in architecture, engineering, or similar
- Interest in learning about green buildings and related professional skills



- Languages: English (intermediate written and spoken)

#### **Additional Requirements**

- Effective communication
- Timely completion of work assignments
- Steadily increasing knowledge of subject material including acquisition of software skills
- Following direction given by management

## **Center for Development and Integration (CDI)**

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <http://cdivietnam.org/>

### **Organization Overview**

The Center for Development and Integration (CDI) is a Vietnamese non-government, non-profit organization working for the rights of the disadvantaged groups to build a society of equity, solidarity and sustainable development.

### **Program Assistant Intern**

#### **Job Description**

- Review the English version of CDI's publications (if any) before uploading on CDI's websites and Facebook page
- Participate in the documentation of activities and initiatives of CDI's projects
- Conduct a desk study on topics related to the business and human rights/ responsible business. The detailed scope of work will be discussed and agreed between CDI and the intern

#### **Additional Requirements**

- Working experience with NGOs/ development organizations is an advantage
- Good skills of conducting research/studies, data analysis
- Ability to work actively and with flexible time
- Good skill of writing report/discussion paper

## **Centre for Marinelife Conservation and Community Development (MCD)**

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <http://mcdvietnam.org/en/>



## Organization Overview

Centre for Marinelife Conservation and Community Development (MCD) is a Vietnamese non-governmental organization pioneering in the field of marine and coastal environmental protection and ecosystem conservation, striving for the coastal areas of Vietnam with a clean and safe environment, sustainable marine ecosystems, and good quality of life for coastal communities.

One of MCD's strategic thematic works is enhancing marine plastic waste management in Vietnam. MCD just completed 2 USAID funded projects on this topic, which were implemented during 2018 – 2021 in Ha Long city and Nam Dinh province, and currently MCD has two on-going projects in Nam Dinh province including “Strategic Plastic Litter Abatement in the Song Hong (SPLASH)” and “Accelerating effort to reduce plastic waste in Vietnam” funded by Ocean Conservancy. These MCD projects aim at improving solid waste management at typical coastal and riverine areas and thereby contributing to a significant reduction of plastic waste to the oceans.

MCD is offering virtual internship opportunities to international students who wish to become interns for online voluntary assistance work in MCD for coastal and marine environmental protection projects and plastic waste management projects in particular, and for other interactions with MCD from cultural and social dimensions.

## Environment Assistant Intern

### Job Description

- Assist MCD in documentation of MCD practices and experiences in enhancing coastal and riverine plastic waste management with 4P model (public-private-people partnership) into step-by-step implementation manuals/guidelines
- Assist MCD in development and maintenance of a database managing the data for trash trappers in Nam Dinh province and the collected wastes that meets the requirements of the donors and the data management for solid waste related projects of MCD.
- Assist MCD to develop methodologies and tools for baseline assessment of private sector engagement in plastic waste management in Vietnam.
- Assist MCD to prepare necessary materials for communication activities of projects related to plastic waste management (proof-reading of English translation, drafting communication materials in English, designing and making simple short videos, posters, leaflets, etc).

## Center for People and Nature Reconciliation (PanNature)

### About the host organization

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <https://www.nature.org.vn/en/>

### Organization Overview

#### History

PanNature is a Vietnamese not-for-profit organization which was established in late 2004 and successfully registered in January 2006. Established by a diverse group of dedicated Vietnamese environmental professionals, PanNature thinks creatively about solving the most salient environmental



issues facing Vietnam. We use our wide experience, varied skills and contagious motivation to help lead a community-based movement to preserve Vietnam's natural heritage and promote sustainable development nationwide. We believe that this can only be achieved by mobilizing society and changing values.

### **Mission**

PanNature is dedicated to protecting and conserving diversity of life and improving human well-being in Vietnam by seeking, promoting and implementing feasible, nature- friendly solutions to important environmental problems and sustainable development issues.

### **CSR and Crowdfunding supporting Intern**

- Mapping stakeholders (including businesses, non-government organizations, international bodies) and related online/offline platforms, projects that are promoting, taking action toward sustainable business practices
- Research on available funding opportunities for environment and nature conservation non-profit organizations in enterprises' CSR programs (such as Coca Cola)
- Crowdfunding stream: current opportunities and lessons learnt from other non- government organizations.

### **Education Requirements**

- Background required: Fundraising, marketing, business
- Proactive, commitment on time, self-learning

## **The Centre for Sustainable Rural Development (SRD)**

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 4

**Website:** <http://www.srd.org.vn/>

### **Organization Overview**

The Centre for Sustainable Rural Development (SRD) is a Vietnamese non-governmental organization founded in 2006 under Decision No. 281/QĐ-LHH of the Vietnam Union of Science and Technology Associations (VUSTA). It inherited 28 years of experience from the International Cooperation for Development and Solidarity (CIDSE Vietnam) and is one of Vietnam's leading non-governmental organizations (NGOs). We are committed to working for the development of disadvantaged rural communities, supporting them to improve their lives and manage sustainable resources.

SRD's key areas of expertise are:

- Sustainable Agriculture and Livelihoods;
- Climate Change Adaptation and Disaster Risk Reduction;
- Forest Law Enforcement, Governance and Trade (FLEGT);
- Communications, Research and Advocacy;
- Supporting People with Disabilities; Gender and Child Protection.



## **1. Central Program Assistant Intern**

### **Job Description**

Main responsibility of this post is to assist Hue office in project implementation and management, especially the tasks related to the activities within the three ongoing projects in central program in order to learn through participation, included but not excluded to:

- Supporting POs in SRD's Hue office in implementing ongoing project activities on site such as writing field report/articles for posting on SRD website; in collecting and compiling good lessons learnt for documentation and dissemination; in providing ideas for propaganda activities; in developing form for monitoring/updating project activities, taking pictures, etc.
- Supporting POs in SRD's Hue office in developing new projects in the Central region, (if any in future) such as PRA, collecting and analysing data, writing one or several parts of the proposal if required/involved, etc.
- Supporting POs in SRD's Hue office in translations/ editing documents.
- Supporting POs in SRD's Hue office in improving English skill.
- Supporting POs in SRD's Hue office in reviewing the leaflet and literature reports for those journals and magazines in English version.
- Supporting SRD's Hue office in some training material for training local farmers.
- Being involved in general activities of the office if required.

### **Education Requirements**

Graduation from sections such as Forestry, Disaster Risk Management, Climate change, Social development, People with disabilities.

## **2. Climate Adaptation Agricultural Technician Intern**

### **Job Description**

- Support SRD's team in developing and monitoring the model of Climate adaptation agriculture
- Support SRD's CO by a literature review of successful agroforestry models in worldwide developing countries.
- Support by review of reports describing successful results of agricultural field models as training materials.
- Develop training materials for local farmers on the field of nursing some new plant species
- Support SRD to review the literature on successful agricultural models all over the world.
- Support SRD by developing leaflets of some effective agricultural models for distributing communication materials to local farmers.

### **Education Requirements**

Bachelor of Agriculture, Forestry, or environmental sciences

### **Additional Requirements**

- Experience in working for development project, related disciplines, and NGOs are advantaged;
- Fluency in English as native speaker;
- Good communication skills, excellent writing skills;
- Ability to work in a cross-cultural environment;





- Capacity to work both independently and as part of the team.

### **3. Communications Intern**

#### **Job Description**

The intern will work to perform the following key roles:

- Support in development and implementation of SRD's communications strategy
- Take part in collecting data, stories from SRD's programme to develop high quality reports (annual report, newsletter, e-bulletin, etc.) updates and briefing paper, and other documentary works in order to ensure smooth communication with existing and/or potential donors and partners;
- Edit the English version of SRD documents such as proposals, reports, articles, news required;
- Share experience in communications and fundraising;
- Compile lessons learned and experiences from SRD's program work, participate in studies/research on relevant topics;
- Support in managing the SRD website and Facebook;
- Support in photograph, clips making, and presentations;
- Support in organizing events;
- Other tasks as required.

#### **Education Requirements**

Undergraduate or Higher Degree of PR, marketing, Media, Journalism, Communications, International Relations (or other related disciplines)

### **4. Forestry Program Assistant**

#### **Job Description**

Main responsibility of this post is to assist Forestry sector of SRD in:

- Supporting SRD's POs in implementing ongoing project activities on site such as writing field reports/articles for posting on SRD's website; in collecting and compiling good lessons learned for documentation and dissemination; in providing ideas for communication activities; in developing a form for monitoring/updating project activities, taking pictures, etc;
- Supporting SRD's POs in developing new projects on the field of forestry and climate change, forest restoration, and forest rehabilitation as well as combating land degradation in North West of Vietnam;
- Supporting SRD to develop the forest monitoring program by using satellite images.
- Supporting SRD in developing Agro-Forestry models, if possible, participating in the development of the field models as a demonstration model
- Training local farmers to cultivate some special species with high economic value.

#### **Education Requirements**

Graduation from sections such as Forestry, Disaster Risk Management, Climate change, IT (ArcInfo and Q GIS and Arc GIS expert).



## Digipencil

### About the host organization

**Location:** Ho Chi Minh

**Number of placement:** 1

**Website:** <http://pencil.vn/>

### Organization Overview

To us, connecting quality products and services to consumers is inspiring and equipping them a better life. In the hyper-connected world, our consumers are connected spenders. Understanding their connected insights will unlock the opportunities for brands to be connected. We are the expert of connecting brands with connected people to inspire and equip a better connected life. P.E.N.C.I.L Connection Values People - Experience - Noticeable - Cross - Immersive - Leap Our values starts with understanding the People. From stakeholder deep insights, we develop 2-way Experience. Our ideas are required to be Noticeable and creative ideas should be able to be executed in multiple platforms, Cross online/offline. We create Immersive experiences with pioneering technologies and are always looking at creating Leap, something like a new jump for our clients.

## Planner Intern

### Responsibilities

- Analyze communication metrics and make recommendations on communication strategies
- Finding insights and ideas and effectively communicate project status/challenges
- Research and assess communication methods and share findings with other team members

### Requirements

- Nice in writing, copywriting, content production
- Expert in searching insights and connecting with students, staff, prospects...
- Correlate with Creative team to visualize ideas
- Self-motivated, confident, dynamic, fun/interesting
- High sense of responsibility with result-oriented and can-do attitude
- Ability to manage time effectively to ensure that tasks are prioritized and deadlines are met
- Master bachelor in Communications, PR or Marketing
- English: Fluently

## Green Innovation and Development Centre (GreenID)

### About the host organization

**Location:** Ha Noi

**Number of placement:** 2

**Website:** <http://en.greenidvietnam.org.vn/>

### Organization Overview



GreenID is a Vietnamese non-profit organization (NPO) established under the Vietnam Union of Science and Technology Associations (VUSTA) and recognized by Decision 840/QD-LHH dated 27th December 2011. It works to promote sustainable development in Vietnam and the larger Mekong region, and is now on its way to become a leading and credible civil society actor promoting sustainable energy sector development. GreenID recognizes that to promote sustainability it must address constraints related to governance, organizational structures and social and technology integration. It has project-specific experience coupled with cutting edge global knowledge and theory to help integrate sustainable solutions into policy and local communities.

## **1. Sustainable Energy Intern**

### **Job Description**

Support research tasks in the following projects:

- Research on renewable energy law in countries such as Germany, California (US), India, China... as a reference for the development of renewable energy law in Vietnam
- Research and conduct a case study of successful and potential New business and innovative financing models for distributed renewable energy in some countries that relevant for developing countries like Vietnam
- Other tasks as assigned.

## **2. Program Intern**

### **Job Description**

#### **Business Development (Reports to Program Manager )**

- Conduct case study research on experiences of successful policy or good mechanisms to promote solar rooftop in the global (such as US, Germany, India, China).
- Brainstorming idea for developing a green package for the office if have.

#### **Project Work (Reports to the Project Implementation Division Manager/General Manager/Country Representative)**

- Provision of assistance as and when required;
- Undertake project and consulting work as and when required
- Editing reports from external consultants, checking English report if any
- English quality control on reports

#### **Research (Reports to Program Manager)**

- Undertake research activities as and when required

## **Hanoi University of Public Health (HUPH)**

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <https://huph.edu.vn/>



## **Organization Overview**

Hanoi University of Public Health (HUPH) was first founded as the School for Doctor's Assistant, then the Secondary Pharmaceutical School, The Central School for Health Staff and the School of Training for Health Staff (1948-1975) and the School for Health Administrators (1976- 2001).

The university has its own strategic development plan between 2013-2020 with the vision to become the leading institution in Vietnam and in the region on Public Health training, research and consultancy. HUPH has also a long history of strengthening partnership within its faculty and other institutional departments, organizations and agencies, nationally and internationally, to develop the school's human resources, quality improvement in training, research and consultancy and thus to progress in the direction of globalization.

## **Research Intern**

### **Job description**

Overall, the research intern will assist the researchers on on-going research projects at the center. Tasks include reviewing research documents, conducting literature review, supporting data management and data analysis, supporting proof-reading, and editing reports and articles.

Specific research and internship tasks will be assigned.

### **Requirements**

- Excellent writing skills, Excellent organization skills
- Good understanding of research methodologies
- Background in biology, health sciences
- Flexibility and proactiveness in communications and keeping track
- Demonstrated ability to work independently
- Demonstrated ability to meet deadlines

## **ICS Center**

### **About the host organization**

**Location:** Ho Chi Minh

**Number of placement:** 2

**Website:** <http://ics.org.vn/>

### **Organization Overview**

ICS is a nonprofit organization working for LGBT+ rights in Vietnam.

ICS was founded in 2008 as a group of volunteers who were administrators and moderators from the 5 largest LGBT online forums in Vietnam. With financial assistance from Ford Foundation and technical assistance from iSEE, ICS changed negative portrayals of Vietnamese LGBT people in the media. Our mission is to unite and empower Vietnamese LGBT people to live positively and to advocate for and defend their human rights. We believe in a society where sexual minorities are treated equally and where everyone can live as who they are and are able to contribute their best to the development of society.



## 1. Advocacy Intern

Research, plan and execute fundraising activities for Viet Pride 2021 on different platforms, including:

- Social media
- Newsletter
- International fundraising platforms
- Other tasks to support fundraising and communication goals of ICS

### **Education Requirements:**

Background in human rights, social work or community development

### **Additional Requirements:**

- Have a strong sense of justice, respect for diversity and human rights
- Be understanding and open minded
- Be proactive and adaptable, prepared to take lead
- Preference for a friendly, young, flexible nonprofit working environment

## 2. Program Intern

Work on Project: building a tool kit for Vietnam-based companies to make their workplace LGBT+ friendly. This will involve research methodologies, best practices and case studies, see what can be applied in local context and develop one tool kit for Vietnam-based organizations.

## Live & Learn

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 2

**Website:** <http://www.livelearn.org/>

### **Organization Overview**

Established in Vietnam in January 2009, Live&Learn's mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilization and supportive partnerships. Live&Learn is also a member of Live&Learn Environmental Education ([www.livelearn.org](http://www.livelearn.org)), with rich working experience in sustainable community development and education in the Asia-Pacific.

Since 2009, Live&Learn has been recognized as an innovative and dynamic organization that delivers:

- Awareness raising and capacity building: Building necessary knowledge, skills and values for environment sustainability through participatory learning methods and processes (interactive discussion, debates, forums, educational games, action-oriented training courses, etc.).
- Action: Facilitating youth-led and community-based actions by fostering ideas and initiatives; providing demonstration projects to showcase good practice and highlighting lessons learnt and providing technical and financial support.
- Networking and advocacy: Connecting and engaging different sectors (government authorities, business sector, NGO networks and media) in different development topics. Using innovative tools of information, communication and technologies including social platforms, online and offline forums, to promote good practices to a wider audience and connect different groups.

Our current project, Collective Action for Clean Air, funded by USAID, seeks to address air pollution and its negative impact on citizens' health in Ha Noi and other cities in Vietnam through collective actions by



local actors and networks of youth, schools, communities, the private sector, and the Government of Vietnam.

## **1. Research Intern**

### **Job Description**

#### **Potential responsibilities include:**

- Conduct desk review to update the latest news, research, reports on air pollution and other related environmental issues in Vietnam and internationally. Summarize this information to contribute to Live&Learn's quarterly newsletter and other communication materials;
- Support the publication of an air sensor guideline, including but not limited to, conducting desk review on the application of low-cost air sensors internationally;
- Conduct desk review on best practices in science communication as related to air quality and prepare short recommendations;
- Attend webinars on air quality management and other environmental issues if time permits and summarize key points;
- Proofread research reports and other materials in English;
- Support grant proposal writing;
- Other assignment(s) as discussed and agreed on by Live&Learn and the intern, based on our needs and the intern's skills and interests.

### **Requirements**

- Weekly email/hangout call with the project team to update work progress
- Desired qualifications:
- Highly proactive and detail-oriented
- Good communication skills
- Willingness to learn and take on different tasks
- Ability to work independently as well as function as a member of a team
- Proficient in Microsoft Office, Google Workplace
- Basic knowledge of air pollution and science communication preferred

## **2. Program Intern**

### **Job Description**

Assist the Air pollution project team to:

- Research, mapping international studies on health impacts of air pollution and causes and developing policy brief on air pollution (included literature review and meta-analysis techniques);
- Research translation products from relevant health impacts studies for Vietnam;
- Support english proofing for final research reports and other related tasks such as writing press release, policy brief



- Support with funding/ grant proposal writing

## Mekong Economics

### About the host organization

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <http://www.mekongeconomics.com>

### Organization Overview

Mekong Economics Ltd. (MKE) is a leading economic and socio-economic development and commercial consulting firm active in the Greater Mekong sub-region and Asia-Pacific region. With our Head Office in Hanoi (Vietnam), we have expanded business operations to Cambodia, Lao PDR, Myanmar, China, East Timor, Indonesia, and other countries in Southeast Asia.

## Program Intern

### Job Description

**Business Development** (Reports to Business Development Manager /Country Representative/General Manager)

- Assist in preparing Express of Interests (EOIs) /proposals when required
- Assist in developing project methodologies for proposals
- Assist the Business Development Team in preparation of EOIs and Proposals, especially in development of the project/study methodology and project design
- Quality control of proposals (English spelling and grammar, content and presentation)
- Provide technical inputs for proposals and EOIs

**Project Work** (Reports to the Project Implementation Division Manager/General Manager/Country Representative)

- Provision of assistance as and when required;
- Undertake project and consulting work as and when required
- Editing reports from external consultants
- English quality control on reports

**Research** (Reports to the Chief Economist/General Manager/ Country Representative)

- As and when directed by the Chief Economist/General Manager
- Publish Articles
- Undertake research activities as and when required



## Mimosa Technology

### About the host organization

**Location:** Ho Chi Minh

**Number of placement:** 1

**Website:** <https://mimosatek.com>

### Organization Overview

MimosaTEK - Work with the leading Agritech company from Vietnam.

**MimosaTEK** provides farm management solutions for both smallholder farmers and large agricultural companies in different parts of Vietnam and for different crops. For instance, our solutions are applied for short-day plants such as vegetables and perennial plants such as black pepper, maca, and citrus trees.

MimosaTEK collaborates with reputational partners in irrigation infrastructure supplies and greenhouse construction to provide complete solutions for our customers.

As an Agri-tech company, MimosaTEK keeps enhancing our solutions and listening to customers' needs. Optimizing the solution is always at the core of our strategy.

## IT Intern

### Job Description

- Extract and synthesize data of agricultural product prices and climate of the production area from our server.
- Clean and standardize data.
- Visualize these data and find the trend of them and find the relationship between price and climate conditions
- Build a model to predict the prices of agricultural products in a short term using historical prices and climate conditions.

### Education Requirements

- Have knowledge about data processing.
- Have knowledge about mathematics for statistics.
- Have knowledge about machine learning.
- Familiar with Python, Pandas, Numpy, Colab...
- Familiar with NoSQL database (MongoDB).

### Additional Requirements

- Good communication and organization skills
- Able to work independently and in a team
- Flexibility





## Research and Training Centre for Community Development (RTCCD)

### About the host organization

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <http://www.rtccd.org.vn>

### Organization Overview

The Research and Training Centre for Community Development (RTCCD), established in 1998, is a local non-government organization in Hanoi city, Vietnam. RTCCD's areas of work focus on social work, community based mental health, early childhood development, non-communicable diseases (NCDs), and health policy-oriented research. Its research and interventions are then documented and converted into policy briefs for advocacy to amend national policies and guidelines and transformed into guidelines for other NGOs to scaling-up. RTCCD also operates the child clinic on well-child care and mental health (entitled Green Pine Clinic)

RTCCD has 26 staff working at the project office and the clinic. Most of them have good English skills and 30% of staff are trained overseas. In 22 years, RTCCD designed and conducted 74 research and projects; published 80 articles on peer-review journals; 200+ policy advocacy articles provided 1000+ media interviews on various topics of health and development.

## Research Assistant Intern

### Job Description

The intern will support the local team in writing articles and proofreading some content on website and Facebook fanpage. The tasks will include:

- Writing education articles for parents to post on GPC's Facebook fan-page.
- The intern will collect materials about the issues, assessment tools, a summary of therapy approaches in the USA, and a description of the recovery progress from literature reviews. That information, including reading text, video clips, posters, and guideline/manual will be stored in Drive under 3 thematic topics. In the end, a short article for each topic will be written aiming to educate general parents about the issues. RTCCD will help with the translation into the Vietnamese language and design an image to illustrate the topic for the Facebook post.
- Proofreading some webpage that describe RTCCD's research and project.

### Education Requirements

Third year student or above

### Additional Requirements

Intern will need to talk with local team to have more understanding about RTCCD's and GPC's activities

## Van Aelst – Nguyen & Partners Architecture Consulting Co.,Ltd

### About the host organization

**Location:** Ho Chi Minh

**Number of placement:** 1

**Website:** <http://va-ng.com/>



## Organization Overview

Van Aelst I Nguyen & Partners is an Architecture and Façade Engineering Design Office with various prestigious projects in-and outside Vietnam with international design experience including Vietnam, Australia, Switzerland, Middle East, Europe and China.

VA.NG has designed and managed various multi-disciplinary types of mid to large scale award-winning high-profile projects in various stages of the design process from concept design to completion. We embrace complexity and challenges, providing simple, elegant design solutions with a clear and strong vision.

We bring our international design experience and knowledge to each project. Our experience is worldwide. We create value and provide excellent design solutions to international standards.

## Architect Intern

The intern will be requested to participate in the design teams and predominantly concept design stage. Responsibility will go to partial tasks of the project ranging from graphics, modeling, design research, presentation preparation, etc.

The intern will work under the supervision of the design team leader responsible for the project and will be requested as part of the design team to work together on meeting design timelines according to the company's standards.

## Education Requirements

Preferably 3 years of architectural education

## Additional Requirements

- Have knowledge and experience with AutoCAD, Sketch Up and Adobe Suite
- Have a flexible and open attitude
- Be able to work under pressure, meet deadlines and budget your time
- Be able to take initiatives

## VNP Group

### About the host organization

**Location:** Ha Noi, Ho Chi Minh

**Number of placement:** 2

**Website:** <http://vnpgroup.vn/>

### Organization Overview

VNP Group is a venture builder. It builds startups to strengthen its ecosystem using its own ideas and resources. Among its portfolios are:

1. Baokim.vn – a licensed intermediate payment service provider
2. 123doc – A document sharing platform with more than 15+ million visits per month.
3. 123job – A job aggregator website similar to Indeed.com.
4. Nhanh.vn – An omni-channel solution for retailers, serving 5000+ clients.



## **1. Business Development Intern**

### **Job Description**

- Conduct market research, analyses which languages and countries should be the focus for expansion.
- Conduct detailed analysis of the chosen market(s) (competitors, SWOT - TOWS...)
- Develop strategies to enter the chosen market(s)

### **Expected outcomes:**

- Research of potential languages and markets
- Detailed market analysis of focused markets

### **Desirable skills:**

- Major in economics, international business or related majors;
- Experience gathering and analyzing information;
- Ability to write and present reports
- Experiences with doing business reports, analysis and marketing is desirable
- Excellent organization and critical thinking skills
- Be proactive, willing to learn, able to work independently and in a team
- Good understanding of/ experiences with technologies is a plus

## **2. Financial Planner**

### **Job Description**

- Develop a simple and user-friendly tool to value a startup company, which will be used by top level managers to make quick decisions.
- Collaborate with the financial controller to improve the (operating and financial) reporting system of VNP Group.
- To update the Internal Financial Regulations of the company.

### **Additional Requirements**

- Experience in working for development project, related disciplines, and NGOs are advantaged;
- Fluency in English as native speaker;
- Good communication skills, excellent writing skills;
- Ability to work in a cross-cultural environment;
- Capacity to work both independently and as part of the team.

## **WildAct**

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 1



**Website:** <http://www.wildact-vn.org/>

### **Organization Overview**

WildAct is a local conservation not-for-profit organization based in Vietnam, established in 2015. Their aims are to conserve threatened species and ecosystems based on sound science; to provide conservation education and national capacity building program for young Vietnamese in both rural areas and cities across the country; to change Vietnamese people minds through scientific evidence and local people needs and to cooperate with other conservation NGOs and other stakeholders to tackle conservation issues.

They are working on some projects such as the National Capacity Building Program, Empowering Women in Conservation, Wild Library Program.

### **Communication and Fundraising Intern**

#### **Job Description**

- You will design posters, event brochure, reports and educational materials to promote WildAct's education activities
- You will take charge of producing videos based on provided raw materials to introduce WildAct's courses
- You will apply your own interest in conservation and environmental issues to develop new ideas, resources, in collaboration with the team, in line with WildAct's overall mission.
- You will take charge of proof-reading proposals, reports, contents, and other resources
- You will actively seek opportunities for network development, mutually beneficial, productive partnerships and new opportunities for funding.

#### **Skills Requirements**

- University students majoring in environmental sciences and related fields
- Understand media objects, media messages, social media channels
- Have knowledge of basic design tools
- Be able to edit and make videos
- Experience in proof-reading, writing content for media articles
- Really interested, ready to cultivate new knowledge, and have a commitment to environmental protection
- Flexible and capable of arranging diverse workloads with different deadlines

## **WWF Asia Pacific**

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <https://vietnam.panda.org/en/>

### **Organization Overview**



World Wildlife Fund (WWF) is a nonprofit, tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code. WWF was established in 1961 by a group of passionate and committed individuals who sought to secure the funding necessary to protect places and species that were threatened by human development.

As the world's leading conservation organization, WWF works in nearly 100 countries. At every level, we collaborate with people around the world to develop and deliver innovative solutions that protect communities, wildlife, and the places in which they live.

WWF works to help local communities conserve the natural resources they depend upon; transform markets and policies toward sustainability; and protect and restore species and their habitats. Our efforts ensure that the value of nature is reflected in decision-making from a local to a global scale.

WWF-Asia Pacific encompasses WWF's activities in Mekong region countries including WWF-Vietnam, WWF-Cambodia, WWF-Laos, WWF-Thailand and WWF-Myanmar.

## **Communication Intern**

### **Job Description**

Support the communications department:

- Create presentations and documents: photoshop, pack office, iMovie
- Collaborate with other department to produce content
- Edit English of written content: annual report, press releases, newsletters, social media posts etc.
- Edit English and do EN & VN subtitles for videos as needed: our planet halo films, short clips etc.
- Organize photos and upload photos to the HIVE (photo hub for WWF)
- Assist updating the website as needed
- Adapt and support graphics content/videos
- Support other tasks as needed

## **1516 Green Energy Technology Company Limited**

### **About the host organization**

**Location:** Ha Noi

**Number of placement:** 1

**Website:** <https://1516energy.com/en/>

### **Organization Overview**

1516 Green Energy (1516GE) is a Vietnam based company founded in 2015 by Le Vu Cuong with the aim to provide basic products and services to people living in remote and rural areas in Vietnam. The first product developed by 1516GE was a portable wind turbine and solar system that enables people in those rural areas to access electricity, and therefore, improve their living conditions.

The first version of the wind turbine and solar system was developed, tested, sold and installed in several areas in Vietnam. Based on customer and client feedback, 2 more improved versions of the device have been developed, re-design, and installed. To date, there are a lot of projects that have been done at households and schools in 15 provinces in Vietnam.



After a successful “test and learn”, 1516GE has now proved the concept and has positioned the brand as “Portable, Easy to Use and Affordable”. 1516GE has received several awards and recognitions and has been able to assemble a management team to continue to grow the Company in Vietnam and beyond.

## **Business Intern**

### **Job Description**

The intern will take initiative to increase the outreach of 1516 GE’s mission and garner more support for 1516 GE’s projects. Tasks include but not limited to:

#### **1) Fund-raising:**

- Work with program officer to put together proposal for funds
- Review and optimize communications materials across channels to ensure an effective outreach (such as through company profile, website etc.)
- Research and create a map of potential international organizations and funds for 1516

#### **2) Market research:**

- Work with program officer to understand 1516's products - particularly the bluetooth speaker powered by solar power
- Conduct market research to analyse potential buyers/ sponsors and potential markets for the product
- Other tasks as assigned.

### **Requirements**

- Student with background in Marketing, Business or relevant field;
- Interest in sustainability and renewable energy
- Enthusiastic, dynamic, flexible, resourceful; Able to perform various tasks
- Able to work independently and take initiative
- Familiar with communications and media tools
- Good communication skills in English, especially writing and speaking