



HANOI HO CHI MINH  
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## CEEC INTERNSHIP IN HANOI

CEEC is looking for 01 intern to support our tasks in Hanoi.

### 1. Time & Place

The intern is expected to work 4 hours a day from Monday – Friday, at CEEC Office: F14, 195 Doi Can Building, Ba Dinh, Hanoi  
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 (mainly disseminating news/ events to Hanoi members)
  - Working with State bodies (Ministry of Labor, Invalid & Social Affair; Social Insurance, etc.)
  - Others if required
- **Project related tasks**
  - Support the project of “Vietnamese Alumni from CEE countries”
  - 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. Thu Nguyen at [office@ceecvn.org](mailto:office@ceecvn.org) before 16 May 2017. Email subject should be: “CEEC HAN Intern\_[YourName]”