**Program Intern**

**Internship Opportunity**

Center for Creative Initiatives in Health and Population (CCIHP) is a Vietnamese NGO registered under VUSTA since 2008. **Our vision** is of a just and equitable society where all people have the opportunity to live healthy and fulfilled lives. We aim to improve the lives of marginalized people through action research and creative initiatives in health that bring about positive and sustainable change. We are working in the fields of public health, health equity, gender and gender-based violence, reproductive and sexual health, disability and mental health, merging issues: non-communicable diseases (NCD), and environment.

We are offering an internship opportunity as below:

# Title: Program Intern

# Location: Hanoi, Vietnam

**Start Date: Starting as soon as possible**

**Duration: 6 months, it can be extended.**

**Estimated number of hours per week: 20 hours**

**Will the intern be receiving a stipend? Yes.**

**Description of the project the Intern will complete:**

* Practice and learn about project/research implementation and management by supporting the project teams on project/research activities.

**Description of overall learning objectives and goals for the internship/benefit to the Intern:**

* To gain practical experience in project/research planning, implementation, and management.

**Report to**: Project officer

**Main tasks:**

The Intern will assist the project/research teams to implement project/ research activities in tobacco harm prevention, health equity, reproductive health, and gender and gender-based violence projects by carrying out the following activities:

* Logistics/ finance preparation for the project/research activities, including but not limited to workshops/ training/meetings/ events/field trips
* Taking minutes for meetings/workshops/ events/field trips.
* Supporting to prepare of materials/ documents
* Liason and following up on project activities with partners under the supervision of program officers.
* Translating materials/ documents from English to Vietnamese and vice versa
* Joining field trips when needed
* Other tasks as required.

**Requirements:**

* Vietnamese nationality
* Good verbal and written communication skills in Vietnamese. English is an asset.
* High level of detailed focus, accuracy, and responsibility
* Proactive and willing to learn new things
* Proficient skills in computer including experience with MS Office products such as Word, Excel, Outlook
* Ability to work under pressure and to be flexible to handle multi-tasks

**Skills to be developed and/or expanded during the internship:**

* Insight into the working environment and understanding the culture of the organization.
* Implementing project/research activities in public health,
* Admin and logistic support to project implementation
* Good skills in communication and coordination with other team members

**How to apply:** Interested candidates submit a Resume in English and a cover letter in English to explain why they are qualified for the applied position; via email to Ms. Ngo Hoa at nkhoa@ccihp.org.  Please state “Application for the Program Intern” in the subject email. ***Only qualified candidates will be contacted.*** The deadline for application is 15th June 2023. Early applicants will be prioritized.