**Terms of Reference**

**Description of Tasks and Required Competencies for internship in CSAGA**

**General Background of CSAGA**

**Center for Studies and Applied Sciences in Gender-Family-Women and Adolescents (CSAGA)**

CSAGA was established in 2001 as a reaction to unsatisfying situation of women rights in Vietnam. During its existence CSAGA has carried out large number of projects on gender equality promotion, domestic violence prevention and human trafficking prevention. The projects have focused on awareness raising on the aforementioned social issues, improving capacity of related agencies and supporting the victims. Awareness raising activities have been carried out in cooperation with mass media while community outreach was achieved through number of campaigns targeting different segments of population such as general public, men in general, perpetrators of domestic violence, the youth etc. Trainings, workshops and developing materials and manuals were essential instruments of capacity building.

**More information on the website:** csaga.org.vn

**Internship Description**

CSAGA is always looking for enthusiastic people who are willing to cooperate with us and make a difference in the community. Our office provides large number of opportunities not only to realize your visions, improve your skills, get references and start your career, but also to improve you karma by helping people in the real need of aid.

The internships opportunities are very open and are to be designed upon mutual agreement. We will agree on the duration, workload, and specific tasks together in order to maximize you contribution to our office in terms of your input and output.

**CSAGA is searching for interns who would are qualified in one or more fields:**

**Web design and administration**

**Public relations**

**Fundraising**

**Administration / English editing**

**Journalism**

**Research**

**Photography and Film making**

**Duration:**

**3 month**

**6 month**

**12 month**

**Tasks & responsibilities**

**Qualifications and experience**

CSAGA is looking foremost for dedicated people who are willing to cooperate with our professionals on common causes. We are looking for motivated professionals who want to volunteer and contribute their skills to people in need. We also believe in providing opportunities for youth so we cordially welcome applications from bachelor or master university students who need to gain experience, increase their capacities and good references for their future positions.

**To be an intern in CSAGA you should be:**

Motivated

Committed

Creative

Independent enough to work without extensive supervision

Have a good rapport

Posses good writing skills

Speak English or Vietnamese

Prove at least basic knowledge about gender issues

Specific skills in aforementioned fields are preferable

**What are we offering:**

Comfortable working conditions

Office support and professional environment

Professional growth

Increase your capacities

In case of mutual satisfaction we provide you with references

**Send us your CV and propose activities you could participate in!**

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