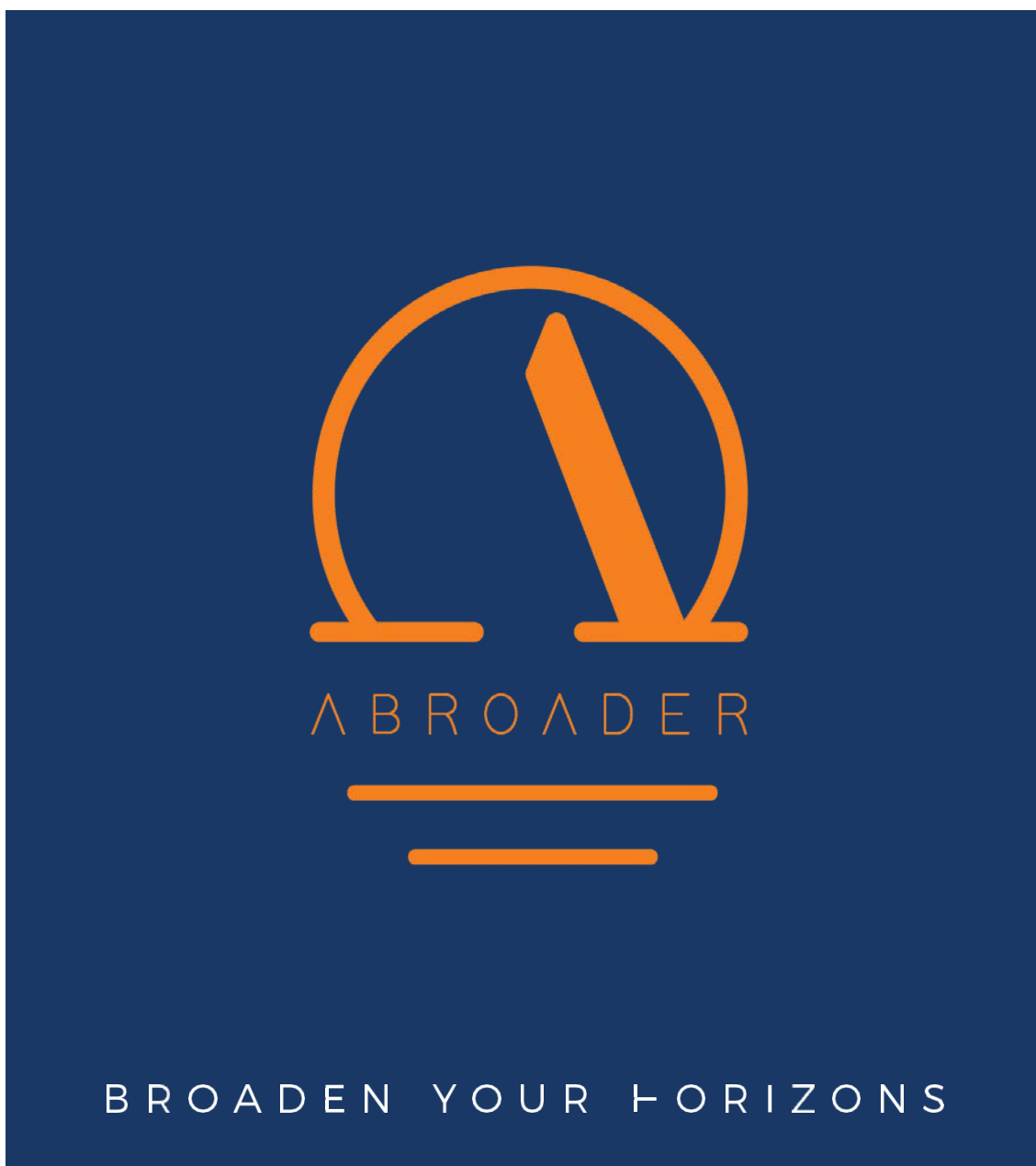




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A. ARCHITECTURE INTERNSHIP

1/ Organization name: Ngo Quan Hien

Website:

<http://www.nqh-architects.vn/>

Location: HCMC

Organization Overview:

A leader of architecture and urban planning in Vietnam, NQH Architects has completed over 400 projects across southeast Asia, including offices, apartment buildings, mixed-use buildings, shopping centers, villas, townhouses, hospitals, schools, restaurants, and large-scale master plans. As one of the most established Vietnamese architecture firms, NQH has garnered international recognition for the caliber of our designs, winning the Top Ten Architecture Award from BCI Asia Group in five of the past six years.

NQH has assembled an international team of 25 architects, designers, and planners. We work with engineers, programmers, artists, landscape designers, interior designers, and energy and structural consultants from Vietnam, Asia and the United States; the firm is committed to nurturing and expanding these alliances to maintain the highest standards of design and sustainability.

Position: Architecture intern

Contribute to and at times lead project team from design phase through construction documentation; architectural renderings, space planning, material specifications, architectural details.

- Act as lead client liaison for Vietnamese and International Clients.
- Responsible for all correspondence with clients and consultants
- Contributing to the improvement of NQH procedures as appropriate. Working with Project Management leaders to streamline information flow on projects.
- Conceptualizing design and creating attractive presentations.

Requirements:

Qualified candidates will spearhead the design of innovative, creative and diverse projects. As



an architect, he/she will immediately work closely with a team on all aspects of the project, with an emphasis on concept design. Candidates must demonstrate an exceptional background in design, and must be able to generate innovate, creative and effective solutions quickly and efficiently. When needed, candidates must be able to lead a small design team, and create and present attractive presentations to clients.

2/ Organization name: Green Viet

Website:

<http://www.greenviet.net/>

Location: HCMC

Organization Overview:

GREENVIET is one of the first consultants in Vietnam to focus on Sustainable Construction and Green Building. Ever since our foundation, GREENVIET has been driven by a clear vision of contributing to a greener Vietnam.

Before setting up GREENVIET, our founders accumulated their experience through working on many green building projects since 2008 when Vietnam had its first projects designed and built to LEED standards. Now at GREENVIET, with the slogan of "Building Sustainable Practices," we continue our professional work with LEED, LOTUS and Green Mark projects, and so far we have completed over 100 projects in Vietnam and across Southeast Asia. We take over more than 50% of Vietnam's green building market, which has fortified our leading position in the country.

With a head quarter office in Ho Chi Minh city and a branch office in Hanoi, our company currently has over 30 employees coming from diverse backgrounds from Construction, Environmental, M&E, Energy to Architecture. Our in-house simulations and commissioning expertise gives us a deep analysis on Green Building. This diversified knowledge enables GREENVIET to cover all aspects of the integrated design in a project as required in Green Building rating tools (LEED, LOTUS, Green Mark). Other than Green Building Certificate Consultancy, GREENVIET also provides these following services: Green Building Benchmarking; Fundamental and Enhanced Commissionings; Energy and Water Audits; Green Building Training.



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Position: Architecture internship

- Calculate and review design application for construction.
- Prepare documents and spreadsheets for the application of achieving green building certification.
- Develop architectural concepts using integrated process
- Analyze and evaluate architectural design options.
- Edit drawings, produce reports based on design drawings.
- Knowledgeable of physical construction simulation.

Skills required:

Revit, AutoCAD, SketchUp, 3DsMax, Photoshop, Adobe Illustrator, Lumion, Adobe Premiere, office software, good understanding of physics in architecture, know how to analyze architectural drawings.

3/ Organization name: ARDOR Group

Website:

www.ardorarch.com

Location: HCMC

Organization Overview:

ARDOR Architects has always been improving our organization and building consultancy design services team. We have been designing buildings with high quality and leading research for new building construction technology and materials with sustainable design and environmentally friendly standards. We work with high enthusiasm to create an ideal company that always pioneers in providing top quality design consultancy services.

Design

Urban planning

Architectural design, structural design, mechanical and electrical design for residential & industrial buildings

Consultancy

Consultation for construction, investment, tendering



Project investment establishment, and building cost estimate

Other services

Project management

Evaluation for project, design and cost estimate

Construction quality inspection (excluding governmental funded constructions)

Implementation of new building and construction technologies.

Position: Architecture internship

- Be a part of project team, support in brainstorming design ideas for constructions, design 3D models, render interior and exterior designs, conduct analysis
- Conduct research on sustainable design and green building, new technologies and certificates
- Be proactive, hardworking, creative, responsible, able to work in group.

Required skill & experience:

- University students majoring in Architecture, Construction Design, Interior/ Exterior Design or related. Good GPA
- Experiences in design, especially designing high-level, complex buildings is a plus
- Proficient in design programs: 2D (AutoCAD, Revit); 3D (SketchUp, 3Dmax); Presentation (Photoshop, InDesign) and Office programs (Microsoft Office).



B. BUSINESS INTERNSHIP

1/ Organization name: Cargo Care Logistics Corp

Website:

<http://cclgroup.net/>

Location: HCMC

Organization Overview:

Cargo Care Logistics Corp. (known as CCL Group) was established in early 2009 from a small team with freight service covering Air & Sea Logistics. Over the time, we have been developing our service range & size together with our long-term customers to serve them just not the freight but the demands for Trucking & in-house Customs Broker, plus several value-added service.

CCL GROUP continue growing as global supply chain service provider on brand, method, uniqueness, confidence, progression .We are aiming for:
Flexibility, opportunity, simplicity, ownership, relationship while maintaining the qualities of a small company.

Placing customer first: focus, accuracy, priority, speed, communication.

Reward, trust, learning, fairness, recognition, supporting thing employees.

Perspectives – works for your specific needs

Approaches – creative methods that fuel solutions.

Position: International Business development

- Find customers who wish to export and import goods from abroad into Vietnam or from Vietnam to others countries in the world
- Offer quotation of freight and other services to customers
- Deal with existing customers and develop new customers
- Research, exploit the market of logistics service, cargo forwarding, customs clearance, transporting...
- Consult the best professional solution for customers
- Make SOP for the archived customer.
- Track and monitor the progress of the booking at the time customers get



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- booking until the end of cargo.
- Supporting team
- Support sale outside to look for vessel/flight schedule, market 's information , make the quotation if necessary...
- Support sale outside to monitor the progress of the booking from the beginning until the end of cargo, handle troubles if any;
- Support sale outside to manage the contract, the outstanding debts.

2/ Organization name: **ARDOR Group**

Website:

www.ardorarch.com

Location: HCMC, Hanoi

Organization Overview:

ARDOR Architects has always been improving our organization and building consultancy design services team. We have been designing buildings with high quality and leading research for new building construction technology and materials with sustainable design and environmentally friendly standards.

We work with high enthusiasm to create an ideal company that always pioneers in providing top quality design consultancy services.

Design

Urban planning

Architectural design, structural design, mechanical and electrical design for residential & industrial buildings

Consultancy

Consultation for construction, investment, tendering

Project investment establishment, and building cost estimate

Other services

Project management

Evaluation for project, design and cost estimate



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Construction quality inspection (excluding governmental funded constructions)
Implementation of new building and construction technologies.

Position: Business development and partnership communication

- Identifying, negotiating and closing new business opportunities
- Proactively creating opportunities
- Developing and maintaining strong client relationships
- Contribute to the strategic product and service offering of the company.

3/ Organization name: DIGIPENCIL

Website:

<http://www.digipencil.vn>

Location: HCMC

Organization Overview:

DigiPencil is a creative agency of connected age. In the hyper-connected lives, there are so many NEW things shaping NEW human behaviors. Therefore, we learn to understand and capture the NEW connected-insight, filter through the lens of a creative agency to deliver actionable business solutions in a right place, right time, right audience. DigiPencil provides full services to help brands and organizations connect with target audience to innovate marketing, operation or distribution activities.

DigiPencil is a team of young talented Vietnamese creatives. Led by our CEO Huy Nguyen since 2014, we have achieved rapid growths and become one of the most innovative agencies in Vietnam. Our clients include Total Marketing & Service Vietnam, Panasonic Vietnam, Maritime Bank, Grab and FrieslandCampina Vietnam to name a few.

P.E.N.C.I.L Creative Philosophy: People – Experience – Noticeable – Cross – Immersive – Leap

Our philosophy starts with understand 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 always looking at creating Leap, something like a new jump for our clients.

Position: Strategic Planner

1. Strategy leading:

Get and clarify the brief from client and understand it deeply
Get the right and dig down consumer insights
Give the exact proposition & creative directions to creative team
Work together with Account and Creative to win the projects

2. Research management:

Desk research (collect data and analyze)
Conduct in-house research
Manage research agency

3. Presentation creation:

Create the deck logically (and beautifully)
Present to client
Internal projects and paperwork of Strategic Planning team.

Requirements:

- A good knowledge of the media and how strategy planning influences it
- A proven track record in developing strategic plans that benefit the client
- Excellent written and verbal communication skills
- The ability to make complex subjects understandable
- The drive to be successful and perform well in all aspects of your strategic work
- The flexibility to work over a number of projects and balance your workload.

4/ Organization name: TMA Innovation Center

Website:

<http://tma-innovation.center>

Location: HCMC

Organization Overview:



TMA Innovation Center is a R&D department of TMA Solutions to provide Innovation as A Service, create and apply latest technologies to Artificial Intelligence (AI), Machine Learning (ML), Big Data & Analytics, Internet of Things (IoT), Blockchain to help businesses more competitive and make life better.

At TMA Innovation Center, we believe our most valuable experience we bring to interns is the chance to interface with the concepts involving in 4.0 Industrial Revolution. As you know, technology nowadays is becoming an important part of our daily life, by being equipped with even just the basic knowledge; you will be able to gain enormous advantages for your career in the future. Blockchain, AI – Machine Learning, IoT, Data Science, etc. are interesting and potential technology fields that you will not regularly have the opportunity to learn. Therefore, we encourage interns to acquire as much as information as they can while they spend time here with us.

Besides, you have chances to join numerous training/sharing soft-skills & technical skills, and we will provide you with a personal computer. Moreover, we are the R&D team so that we have many useful activities (team building, instrument classes, happy hour, Toastmaster, competitions, etc.)

Creating a professional working environment for employees is also our priority. TMA always aims at developing a cooperating international working environment in which each person can have their own right to raise their opinions and ideas. That is how we grow; higher-level experts are close and willing to provide training and feedback whenever our staff request.

Position: Business Evaluate and Market Research Intern

Responsibilities:

- Business idea development: assess the market feasibility of current projects in the center by doing online research into the market and market participants; scan the market for potential ideas for the technical team to develop.
- Promotion: online and offline marketing. Create contents and draft visual for leaflets, brochures, websites, etc.; assist with managing TIC's social media.
- HRM: create job posts, scan applicants' CVs and organize interviews.
- Internal operations: plan and organize internal activities, including sharing, training, meeting, networking, etc. – Technical team support.

Required

- Fluency in English (all four skills).
- Proactivity and quick-learning ability.
- Good teamwork.





- Analytical and critical thinking.
- Be able to work at least three months.

Preferred

- Writing skills.
- Business, marketing or relevant major.

Benefits

- Open, creative and professional working environment with talented, high passionate colleagues.
- Work with international experts.
- A personal computer is provided.





C. HOSPITALITY INTERNSHIP

1/ Organization name: APEC Group

Website:

<https://apec.com.vn/>

Organization Overview:

Apec Group owns a chain of 5-star hotels located in prime locations in most provinces in Vietnam. As a Hospitality intern, you work under the supervision of the management teams who had work experience in Sheraton, Intercontinental, etc. and apply knowledge of human resource management, room preparation, customer complaints handling and advertising. If you have the strength of communication, enjoy exploring new destinations, and wish to become new generation of leaders in Vietnam tourism and in Southeast Asia and the world, this position is the right choice for you.

Location: Hanoi

Job descriptions:

Position 1: Assistant Front Office Manager

- Assist the Front Office Manager in managing the Front Office department.
- Co-operate with subordinates to ensure the smooth operation of FO department.

Position 2: Hostess

- To welcome guest, lead guest to the table, create optimum customer satisfaction by providing the highest standard, keep the harmony in the department.

Position 3: Guest Service Agent

- Warmly great & create the first best impressions and accomplish all procedures for guests to reach services in hotel. Combine with other departments to solve all problems arising during guests' stay.

Job requirements:

- Full-time position in 1 – 6 months
- Recent graduate or pursuing a Bachelor's or Master's degree with major in Foreign language, Tourism Management



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- No experience required
- Be able to operate the computer system and maintain computer discipline at all times.
- Problem resolving skill; Dealing skill; Team working skill
- Informatics Office: Proficiency
- Creative, honest and enthusiastic for the job.
- Ability to work under pressure.
- Ability to work cooperatively and work independently.
- Ability to speak and present ideas fluently in English.

Benefits:

- Opportunity to work in “real projects” and gather experience from many projects in different scales and types from one of the fastest – growing companies in Vietnam.
- Gain international experience to make an impressive difference in your resume, have a global mindset to work with in culturally-diverse environment.
- Opportunity to be promoted to become official employees of APEC GROUP after 3 - 6 months working.
- Get access to the entrepreneurship ecosystem that is being developed by APEC GROUP
- Online pre-departure orientation (foreign candidates)
- Get supported for information of accommodation and transportation (foreign candidates)
- Certificate of Achievements and Recommendation Letter for excellent interns.

2/ Organization name: Majestic Hotel Saigon

Website:

<http://www.majesticsaigon.com/>

Organization Overview:

The Hotel Majestic is a historic luxury hotel located in Ho Chi Minh City, Vietnam. Built by local Chinese businessman Hui Bon Hoa in 1925 in a French Colonial and classical French Riviera styles. Bon Hoa was one of the richest businessmen in southern Vietnam at the time. In 2007, it was the 1st Vietnamese managed Hotel to be promoted to 5 star on February 29th. Today, Hotel Majestic Saigon is known as a hotel of heritage – hospitality – elegance. Take a look at our historical timeline that used to be the French Colonial architecture.

Location: HCMC

Position 1: Front Desk Host



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Report directly to Front Office Manager

Delivering a great guest experience, our Front Desk Intern will represent the hotel with initiative, commitment and a meticulous attention to detail throughout all stages of the guest's stay.

Role & Tasks:

- Contribute to an overall exceptional experience from check-in through check-out.
- Provide high level of customer service.
- Maintain a high profile in the day to day front office operations.
- Provide daily, weekly and monthly reporting.
- Challenge and influence hotel to improve service level and operational standards.
- Identify different types of guests and their needs, providing an anticipatory service and exceeding their expectations.

Requirement:

- Hospitality or Tourism related studies
- Fluent in English, other languages are a plus
- Previous Front Office or Customer Service experience
- Knowledgeable on Property Management System preferred.

Position 2: Food & Beverage Intern

Report directly to Food & Beverage/ Outlet Manager

Duties include but not limited to:

- Work in all areas of Food & Beverage including Bar, Restaurant, Room Service and Conference & Events
- Welcome guests in a polite and friendly manner
- Take and deliver customer orders, consistently demonstrating high levels of customer service
- Prepare set ups for tables and/or rooms
- Follow cash handling procedures
- Manage guest queries in a timely and efficient manner
- Up-sell with latest departmental incentives
- Ensure compliance of brand standards
- Strive to achieve departmental targets



- Ensure cleanliness of work areas
- Comply with hotel security, fire regulations and all health and safety legislation
- Comply with local licensing laws
- Assist other departments wherever necessary and maintain good working relationships

Requirement:

- Hospitality or Tourism, Food & Beverage, Travel & Tourism, Business Management or related field
- Fluent in English, other languages are a plus
- Understanding of problem-solving
- Ability to work in a fast-paced, ever-changing environment
- Ability to communicate professionally and pleasantly and the ability to motivate others
- Positive attitude

3/ Organization name: Bloom Restaurant Saigon

Website:

<http://www.bloom-saigon.com/>

Organization Overview:

Housed in a beautifully restored French colonial villa down a dimly lit alley, **BLOOM Restaurant Saigon** serves you healthy authentic Vietnamese delicacies and street foods made with fresh, quality ingredients with a touch of French influence. The chefs here concoct mouthwatering dishes using top quality meats and no additives, such as MSG.

Bloom's food reflects their commitment to exceptional quality. All meals are prepared under the guidance of *Asian Fusion Executive Chef Jacqueline Kieu and French Executive Chef Hung Tu*, with a passion for perfection. Both have brought their vision of innovative food presentation and fresh ingredients to BLOOM Catering Service in the USA, as well as BLOOM Saigon in Vietnam, creating a thoroughly modern take on classic Vietnamese flavors.

Bloom's service offers a charming, comfortable, relaxed atmosphere and balances the elegant fare on the menu, which serves a sumptuous selection of dishes from within a quaint setting in an old colonial villa. They would like to think of themselves as one of the rare hidden gems in Ho Chi Minh City.

Location: HCMC

Position: Culinary Art



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- Work in the kitchen, support chefs and other cooks as requested
- Assist the service team to welcome and serve guests coming to the restaurant
- Support local staff with improving their communicative English.



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D. IT INTERNSHIP

1/ Organization name: NashTech Global Vietnam

Website:

<https://www.nashtechglobal.com/>

Location: HCMC, Hanoi

Organization Overview:

Part of Harvey Nash Group, NashTech is a global technology, consulting and outsourcing company. We are technology experts that empower our people to work together with clients to transform their business, to innovate and achieve real results that make a difference to our world. We have been consulting businesses on how to adopt cloud and digital strategies, delivering IT outsourcing projects and streamlining business processes for companies in a number of sectors to transform, grow and reach new markets from our two development centres in Vietnam since 2000. Operate in the UK & Ireland, Europe, USA, Australia, Singapore, Vietnam, Korea and Japan means we have resources, on the ground, in countries across the globe. This enables us to go where our clients go, ensuring they have the technology services they need to support strategic business growth.

We have over 1,600 software engineers through our development centers in Ho Chi Minh City and Ha Noi, pursuing the highest levels of integrity and quality in providing a unique portfolio of services including:

- Software Development
- Business Process Services (BPS)
- IT Infrastructure & Maintenance
- Communications Technology R&D

People are extremely important to us and that's why we have a clear vision: to make NashTech a great place to work in its sector. We pride ourselves on:

- Professional and Flexible Working Environment Business Process Services (BPS)
- Great Teamwork Communications Technology R&D
- Great Teamwork



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Location: Hanoi & Ho Chi Minh city

FOR STUDENT:

Position: Software Developer Internship

Descriptions:

- UAT Test for system, application or review/ develop manual test cases
- Engage to some project admin activities such as team building, happy hour, meetings arrangement, reports tracking ...
- Support to run English club/ toast master for projects/ offshore development team at NashTech
- Research about technical framework and study on technical assignment under mentoring and supervision.

Requirements:

- Student with IT background is an advantage
- Pro-active, independent and good at teamwork & communication
- Good expertise in Microsoft Office (Word, Excel, Outlook...);
- Analytical mind and problem-solving aptitude.

FOR BACHELOR:

Position 1: IT support

Descriptions:

The purpose of this job is to provide staff and management with objective insight into processes and associated work products.

- Support user with good IT working environment
- Maintain and operating internal tools

Principal Accountabilities:

- Assessment/Inventory
- Helpdesk System response as SLA
- Software and License Monitor and Reporting
- Support for Guest/Customer



- Hardware Troubleshooting
- Plan and give the solution to improve Hardware Issue
- To improve the Helpdesk Processing
- To update the HelpDesk Document
- Optimizing resource utilization
- Providing Test Environment
- Create/maintain/optimize the Test Resource
- Daily Monitor and Check status of Running services of Server

Requirements

- Bachelor's degree in Computer Science.
- Strong knowledge of client working environment (windows, office, AD ...)
- Understand basic network concept
- Working bases on processes and SLA
- Good communication skills and must be able to work well with different groups.
- Time Management
- Technical aptitude to quickly learn new technology
- Responsible for the tasks, never give up
- Strong verbal and written English communication skills.

Position 2: Business Analyst

Descriptions:

Responsible for ensuring client requirements are fully understood and specified in a manner that will enable full understanding from development team. The Business Analyst is reporting directly to Line Manager and for specific project related items to the project manager and has authority on all the matters related to workflow of product and client requirement if no other indication specified. The detail as below:

- Gather business and system requirements from client
- Assist client to define requirements and suggest ideas
- Create Business Requirement Spec, SRS (System Requirement Spec), UC list and UC detail, User Stories and wire frame for complex UCs (if needed)
- Assist PM on project scope, estimation and planning
- Assist PM on requirement sign off process and project change requests





- Act as the bridge between client and offshore to clarify requirement with development team (developers, testers, UI designer) in both business and system analysis view, and facilitate communication among internal team members
- Work with QC to verify that all requirements of the system are fulfilled by the implementation in the traceability manner among requirements, CR and implementation
- Write testing scenarios for UAT
- Support UAT in testing, verifying bugs/issues with client
- Assist Bid Manager in pre-sales support activities especially on analysis phase
- Analyze and reverse engineer the existing system to describe it in the requirement specifications that can be understood by project team

Requirements:

- Bachelor degree preferably in Computer Science or Business Information System
- Obtaining IT knowledge-base
- Fluent English to be able to communicate directly with customers
- Experience of which 2 years in analyzing requirements
- Basic experience in programming languages
- Basic knowledge on database such as database schema and simple SQL query
- Knowledge of testing approaches and techniques
- General understanding and experience of business processes as well as an interest to understand a broad range of business models and needs
- Excellent communication skill and interpersonal skill
- Have a proactive, can do attitude

Specific business domain knowledge is a plus (banking, content management, rebate claim, health care, HR system etc)

Position 3: Support Analyst

Descriptions:

- Provide 1st class Client-facing Functional Support to the Global application user and data consumer communities
- Respond in a timely manner to user queries made by telephone and e-mail with an Incident Management system reference



- Investigate and respond to user queries and resolve live production issues within the agreed business SLA's per incident / query priority level
- Assume total ownership of the issue and all user interaction for the entire lifecycle of the incident/ query until fully resolved to the confirmed satisfaction of the client
- Ensure high quality proactive client communication is maintained throughout the incident / query lifecycle

Requirements:

- Have Finance & Banking background
- Have technical background (UNIX, MS Office, BMC, VBA...)
- Excellent English communication skills, both verbal and written
- Client facing support experience.

Position 4: Automation Test Engineer

Descriptions:

- Build automated testing tools and scripts for driving application tests
- Define, develop, implement, and maintain the automation test scripts
- Record and maintain source control of automation scripts
- Participate in review of project requirements to understand test objectives, to provide input on testability of requirements and estimation for the testing activities.
- Do manual testing when the project needed.

Requirements:

- University level with bachelor degree in Computer Science or equivalence.
- Understand the different kind of testing framework and automated testing approach.
- Familiarity with testing of websites, or mobile applications.
- Experience in automation test by using the automation testing framework.
- Experience building and enhancing an automated testing framework using Selenium WebDriver
- Good knowledge of software testing methodologies, automated testing tools, and processes.
- Good knowledge of object-oriented programming, along with requisite coding and debugging skills

Advantages to have:



- ISTQB/ISEB Certificate or equivalence.
- Experience in working with agile/scrum methodology.
- Experience in using BDD Framework
- Good in problem solving skills.





2/ Organization name: KMS Technology

Website:

<https://www.kms-technology.com/>

Location: HCMC

Organization Overview:

KMS Technology is a 9-year-old US company specialized in Software Outsourcing & Software Product Development. We offer two main service lines: Offshore Product Development and Independent Software Testing to clients ranging from startups to large technology companies. Besides providing excellent Software Outsourcing services, KMS has launched awesome products: QASymphony, Katalon Studio, Kobiton and there will be others to come.

With the cozy working environment, the great policies and benefits as well as the excellent leadership team, KMS has been building its team with more than 850 IT talents in Vietnam. Recently KMS was ranked as top 4 IT company and top 26 best place to work in Vietnam.

Position 1: Developer Intern

1. Key responsibilities:

- Participate in all software development activities following Scrum process
- Write high-quality code to implement software features or fix bugs
- Perform both back end and front-end unit testing, documentation and all other activities defined in Definition of Done before passing source code to Testing team
- Communicate and report internally or directly to client on status or result of work

2. Descriptions:

2.1. General

- Basic knowledge in software development process:
 - Pre-planning, Planning, Solution Review, Implementation, Conduct Code reviews
 - Code branching strategy
 - Build process
- Love Coding
- Skills in responsive web knowledge



- Research technical skills to support project assignments: GPT (google publisher tag) & Omniture, Google Ad-Template
- Provide estimates and conduct code reviews
- Tools: Visual Studio, Sublime
- Source control: Git

2.2. Front-end:

- JavaScript, Unit Testing (Mocha, Karma)
- NodeJS, Lint, Mustache template, Gulp
- HTML5, SCSS, CSS3 (Flex & Bootstrap)
- ReactJs are plus

2.3. Back-end:

- C#, ASP.NET MVC, Web API, SQL Server
- Unit Testing (Moq Mock), DI (StructureMap)
- Automation: Selenium, PhantomJS & AWS are plus

Position 2: Data Engineer Intern

Department: Business Development and Engineering

As a member of Business Development and Engineering team, the position will be working on main items as follows:

- Product business mapping, market research
- Work along with team for Analytics platform to support on business documentation
- Create documents for business proposal/presentation
- Create and maintain process documentation, workflows on business development, sales and marketing, delivery, recruitment, audit.
- Work with customers to understand their businesses, requirements.
- Involve on data projects on development and testing.
- Create reports for management team

Requirements:

- Have good background on software development
- Have knowledge on SQL queries, database
- Having a programming mentality and problem-solving skills
- Have knowledge on ETL, Data Warehouse, Data Analytics is a plus
- Have good documentation skills.



E. MEDICAL & HEALTH CARE INTERNSHIP

Organization name: Orthopedics & Rehabilitation Hospital

Website:

<http://benhvienchinhhinh.net/>

Location: HCMC

Organization Overview:

Orthopedics & Rehabilitation Hospital is a local public hospital established since 1980s and located in Hochiminh City, Vietnam. The hospital is one of the first Vietnamese hospitals to specialize in Orthopedics and Rehabilitation medical services. It also researches, designs and manufactures prothesis and other medical devices. The hospital is consisted of 11 medical departments and 3 administrative departments.

Position 1: Rehabilitation & Orthopedics

The intern will be mainly shadowing and working under supervision of designated local doctors and nurses across different Departments with both child and adult patients at the hospital. The fifth and sixth-year students will be allowed to observe at the Operating Room. Depending on students' skills and areas of interests, they can spend more time working on Rehabilitation or Orthopedic Department or both.

Tentative working schedule is as below:

Week 1: Induction into the hospital (getting to know the departments & staff),

Week 2-4: Shadow doctors of the Department of Traumatic Brain Injury & Department of Orthopedic about the process of diagnosis, patient care, bandage change and pre-surgery.

Week 5- 8: Shadow doctors of the Rehabilitation Department in the process of examining patients with neurological diseases, traumas and neuromuscular diseases and support in the Electromechanical Room (if allowed).

Other tasks that can be expected:

- Perform basic support tasks alongside professional doctors, such as: escort patients, provide gowns etc.
- Supply therapist with necessary equipment during patient treatment.
- Support clean area following treatment and supplies
- Perform basic treatments under supervision of staff.



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Position 2: Physical Therapy intern

The intern will be mainly shadowing and working under supervision of local doctors and physical therapist with both child and adult patients. Physical Therapist Intern can also choose to shadow at Rehabilitation department in the hospital (except Operating Room) if availability allows and if the intern is interested.

Basic tasks include:

- Observe and offer supports to professional physical therapist and doctors
- Help patients get ready for treatments
- Obtains supplies and materials, and assists in the maintenance of the department
- Carries out other basic department functions
- Shadow doctors of the Diagnostic Department while examining patients with neurological diseases, traumas and neuromuscular diseases and work in the Electromechanical Room

Intern can also rotate between different functions, depending on their internship time:

- Work in Physical Therapy Room, with both child and adult patients
- Work in Occupational Therapy Room
- Work in Electric Therapy Room

Position 3: Nursing Intern

The main responsibilities of a Nursing Intern involve shadowing and taking care of patients under the guidance of a Registered Nurse or a Doctor. They will have the chances to work in different Departments, including Rehabilitation, Orthopedics, Internal Medicine (except for the Operating Room).

They should also perform duties such as providing health care in clinical or nursing settings to the clients. Responsibilities include:

- Working on patient reception and processing/recording patients' documents
- Supporting oral medicines distribution, medicines/drugs dilution, intradermal - subcutaneous & vein injection and processing/recording patients' documents
- Preparing patients before undergoing surgeries which includes taking blood samples for testing, taking patients for X-ray test and CT scanner, checking patients' medical records and helping to reduce patients' anxiety before surgeries
- Taking care of postoperative patients which includes: bandage changing, thread cutting, drain placing & replacing
- Observing orthopedic surgeries in the operating room
- Working on different kinds of wounds and ulcers





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F. ENGLISH TEACHING INTERNSHIP

Position: English Teaching Internship at School

This placement allows interns to teach English to disadvantaged children (ages 5 to 12), as language skills are very valuable in Vietnam. The interns live in Hanoi and work in community centers and schools throughout the city.

The interns will teach basic-to-advanced-level English for four to six hours a day, which includes time in the classroom and preparation time out of the classroom. IIP interns partake in all of the daily school activities, including lesson planning and classroom instruction. They will typically be paired with a local teacher, but in certain resource-poor schools, the interns may teach alone or with other interns and prepare their lesson plans every day.

Qualifications: The candidates should have the creativity and initiative to lead classes with limited resources.

1/ Organization name: Minh Đức Secondary School

Website:

<http://thcsminhduc.hcm.edu.vn/Web/Default.aspx>

Location: HCMC


Organization Overview:


Minh Duc Secondary School is a public school located in district 1, Ho Chi Minh City. Since its establishment, the school has been awarded Certificate of Excellence from the City Council, from the Prime Minister and the Honorary Medal of Labor Third Rank in 2004.


Facilities: The school covers an area of more than 3100 square meters with 50 classrooms and accommodates more than 2400 students each year. The schools' facilities are constantly updated and modernized to help children receive an all-round education. There are 3 computer labs, 1 multi-media lab, Chemistry – Biology Lab, Physics Lab and Music Room.

Class size: around 40 -50 students.

2/ Organization name: Nguyễn Thị Định Primary School

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Website:

<http://thnguyenthidinhq7.hcm.edu.vn/Default.aspx>

Location: HCMC**Organization Overview:**

Nguyen Thi Dinh Primary school was established in 1987 in District 7. The school has been awarded Certificate of Excellence (2000-2004) from the Prime Minister and the Honorary Medal of Labor Third Rank (2002 - 2006).

Facilities: The school has a total of 37 classrooms and 11 function rooms serving different purposes.

Class size: around 50 students.



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G. SOCIAL WORK INTERNSHIP

1/ Organization name: Gaia Nature Conservation

Website:

<http://www.gaiavn.org/>

Location: HCMC

Organization Overview:

Gaia Nature Conservation was established on the 24th August 2016 by the Vietnam Union of Sciences and Technologies Associations. Gaia's Science and Technology License was approved by the Ministry of Sciences Technology and Environment on 31st August 2016.

Gaia was founded due the determination and enthusiasm of a group of biologists and environmentalists, led by Ms. Huyen Thi Thanh Do. Huyen has worked in nature education and communications in Vietnam for over 17 years with top professional international organizations such as WWF, Plan, and WAR Understanding the extent of Vietnam's magnificent nature and deeply concerned around its destruction, Huyen decided to devote her life to leading the movement to protect the nature.

With profound skills, rich experience, endless passion for nature and being determent, Huyen founded Gaia Nature Conservation. "I hope that I can contribute and inspire others in making the changes needed for a future where we all live in harmony with our rich and beautiful nature".

Position: Communications Internship

1. Support in development and implementation of GAIA's communications strategy
2. Take part in collecting data, stories from GAIA'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;
3. Edit the English version of GAIA documents such as proposals, reports, articles, news required;
4. Share experience in communications and fundraising;
5. Compile lessons learned and experiences from GAIA's program work, participate in studies/ research on relevant topics;



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7. Support in managing the GAIA website and facebook;
8. Support in photograph, clips making and presentations;
9. Support in organizing events.

Requirement:

- Background: PR, marketing, Media, Journalism, Communications, International Relations (or a related discipline)
- 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.

2/ Organization name: FFSC – Friend for Street Children

Website:

<http://ffscvn.org/>

Location: HCMC

Organization Overview:

At FFSC, we truly believe in the power of education. Only an adequate education can pull a child out of the cruel destiny that awaits him/her. Our strategy is not only about helping the current street children, but also about preventing children from being street children. In addition to offering warm shelters, nutrition, and medical care, we enroll children in development classes in an attempt to provide them the education they deserve. We believe in a comprehensive approach to development, which promotes not only intellectual education but also emotional education. We provide training for the parents to raise their awareness of the importance of their children's education and to equip them with the necessary soft skills in family life. Through these efforts, we strive to prevent these disadvantaged children from being caught in the web of social evils that surround them.

In our nearly 30 years working with the street children in our city, FFSC has grown from one model development center to the current seven development centers and one social enterprise. We currently serve more than 1,300 children and their families in different neighborhoods throughout Ho Chi Minh City. However, our efforts are still relatively diminutive when compared to the number of street and disadvantaged children in the city. To achieve our mission, we welcome all the support from individuals and groups with visions similar to ours whether as partners, sponsors, volunteers or simply friends providing material and spiritual support.



Position: Communication Internship

Depending on each project, generally tasks including:

- Connect with the local community and make a real difference in underprivileged children's lives
- Coordinate with other teams to complete documents that need for contacting donors
- Develop good working relationships with potential donors, press & media, social media influencers
- Work with relevant partners, service providers for online and offline events (handle external communication)
- Develop procedures to follow up with donors and partners

BENEFITS

- Work as part of a dynamic international team (we have volunteers from the USA, UK, and Vietnam)
- Meet dedicated individuals who share common interests in social development
- Develop your team-work, management, problem-solving and communication skills
- Broaden your support network
- Gain valuable NGO/NPO career experience.

Requirement:

- Be dedicated to improving the lives of underprivileged children
- Show a positive attitude towards voluntary work and especially towards children
- Demonstrate excellent communication skills
- Have excellent interpersonal skills
- Be friendly, open-minded, and patient



H. ENVIRONMENTAL INTERNSHIP

1/ Organization name: Green ID

Website:

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

Location: Hanoi

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/QĐ-LHH dated 27th December 2011. GreenID 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. GreenID has project-specific experience coupled with cutting edge global knowledge and theory to help integrate sustainable solutions into policy and local communities.

Position 1: Environmental Sustainability Research Assistant Internship

- Conduct research on air pollution
- Collect typical examples on the global shift toward renewable energy and other alternative sources of energy around the world
- Summarize key findings of relevant research and reports
- Other tasks as assigned.

Position 2: Project Assistant Internship

To provide incumbent with on-the-job training in project activities implementation, research and data gathering skills, communication and people skills, and work ethics

The incumbent will be assigned task and requested to submit weekly report (through intern diary and timesheet) to the Program Manager, with details as follow:

- Assist Project Coordinators to carry out project activities under Sustainable Energy Program, including daily support, research, and social media outreach;



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- Develop content on renewable energy and energy efficiency issues to be published via communication channels for Renewable Energy Week 2019;
- Supporting other GreenID team on topic-related issues (e.g.: provide support field activities, event organizing, translation);
- Other works when needed.

Competencies:

Core Competencies:

- Proven strong academic track record.
- Knowledge and understanding of renewable energy, environment, sustainable development issues.
- Experience in doing data gathering and research is must.
- Experience in collecting and searching data on the Internet.
- Communication skills.
- High level of computer literacy (Excel, Word).
- Some previous work experience is advantageous.
- Proven analytical and report writing skills are advantageous.

Behavioral Competencies:

- Highly organized and self-motivated
- Demonstrated ability to do research
- Creativity, flexibility and ability to work within deadlines
- Maturity, initiative, tact and high sense of responsibility
- Demonstrated ability to work in a team.

2/ Organization name: Mekong Development Research Institute - MDRI

Website:

<http://mdri.org.vn/>

Location: Hanoi

Duration: 4-6 months

Organization Overview:



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MDRI is an independent scientific research institute founded by professional researchers and consultants who have rich experiences and renowned expertise in development economics. We provide research and consulting services in policy and development economics, sector research as well as to conduct surveys for the governments, international organizations and agencies in Vietnam and around the world.

Our key services focus on the following areas: Development Economics, Social Issues, Environment and Climate Change, Sector & Market Research and Trade, and Governance. MDRI is ranked No.1 among economic institutions in Vietnam and is among the top 17% of 12,700 economic institutes in the world by IDEAS: Economics and Finance Research

Position: Communication and Research Assistant Internship

Summary of Duties and Responsibilities

- Assist MDRI's researchers and consultants in preparation of literature review, questionnaire design, training material development, report writing and other assignments as required
- Participate in external workshops, training, seminars, etc. and prepare follow-up reports
- Edit survey reports, analysis reports, training manuals, etc. in English

Requirements

- Bachelor degree in international development, economics, community development, social sciences or related fields. Master degree is a plus.
- Good editing and reporting skills
- Ability to work well independently and in a team
- Cultural sensitivity, can-do attitude and open-mindedness.

Benefits:

- Opportunities to participate in all the stages of MDRI's research projects, including but not limited to proposal development, questionnaire design, survey planning, monitoring and reporting
- Academic support in terms of their own study or research interests in close alignment with MDRI's activities
- Participation in academic and skill training, both internally and externally as appropriate: strengthened skills, e.g. editing and writing skills, data analysis, organization and team work
- Experience of Vietnamese culture and society in a vibrant and open working environment, with internationally educated, friendly and dynamic colleagues.

3/ Organization name: CBES

Centre for Biodiversity Conservation & Endangered Species



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Website:

<https://cbes.vn/>

Location: HCMC**Organization Overview:**

The Center for Biodiversity conservation and Endangered Species (CBES) is a not-for-profit research organization that established under decision No 965-LHHVN of the Vietnam Union of Science and Technology Associations (VUSTA). CBES team envision themselves as the bonding factor that connect scientists, innovative technologies, conservation practitioners and policies makers in pursuit of harmony between human's needs and nature conservancy. Our main mission is to facilitate sciences-based actions and evidence-driven decisions in conservation and management of fauna and flora in Vietnam. Specifically, we conduct baseline scientific researches, with strong emphasis on ecology of endangered species, conservation paradigms and practical approaches. We also help enhance capacities of conservation practitioners and policy-makers on modern conservation, especially on applying advance technologies on solving real-world issues. Finally, we aim establish, enhance and expand our network of collaborators to ensure the application of scientific findings in conservation.

Position: Project Assistant Internship

Depending on each project. Generally, it includes:

- To join our vantage point surveys (on land), seagrass survey, interview survey and awareness raising campaign.
- Each survey should take up no longer than 10 days in the field.
- Data analysis and report writing can take up to 01 months before the field survey completed.