

**SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE**

TITLE: Support Service Intern – Southern Area Office	
TEAM/PROGRAMME: Support Services	LOCATION: Ho Chi Minh
GRADE: N/A	CONTRACT LENGTH: 6 months
<p>CHILD SAFEGUARDING: (select only one)</p> <p>Level 1: the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed.</p>	
<p>ROLE PURPOSE:</p> <p>This position will support Admin and Logistics division in implementing administrative and supply chains duties to ensure the organisational procedure and policies compliance with effectiveness of operational works of Save the Children International in Vietnam.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <ul style="list-style-type: none"> ● Reports to: Admin and Logistics Officer ● Budget Responsibilities: N/A ● Staff reporting to this post: N/A ● Role Dimensions: None 	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>Administration support:</p> <ul style="list-style-type: none"> ● Support the Receptionist/ Admin Assistant to manage office supplies and the front desk when required ● Photocopy, scan and translate the documents when required ● Provide logistics support for internal events, meeting, training and workshop ● Support Admin and Logistics Officer in preparing visa for Expat staff and visitor ● Provide general administration support, when required, including: word processing, data entry and internet research tasks ● Update regular contact list ● Support to manage rental contracts tracking Support in managing office asset (inventory check, update, filing & report) ● Support in preparing Monthly Situational Analysis Report Rotated role as a minute taker in the team meeting ● Support to provide logistics for newcomers (working space, computer, stationery, motorbike parking card...) ● Provide support to updating total inventory management (TIM) system ● Provide support to development of supplier ID and supplier management system ● Provide support to physical stocks management 	

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- Provide support to updating procurement tracker weekly
- Other tasks as assigned

Working contacts:

- **Internal:** All staff including Programs members and Support Services team members in Ho Chi Minh office
- **External:** Suppliers, consultants, partners and local competent authorities

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Bachelor's degree in public administration, human resources, business administration or relevant field;

EXPERIENCE AND SKILLS

Essential

- Good spoken and written English language skills
- Computer literate (Microsoft Word and Excel are required)
- Customer-oriented, supportive
- Positive working and learning attitude
- Faithfulness, hard-working, details oriented, good interpersonal skill and ability to work in a team
- Good communication skill
- Commitment to Save the Children values

Desireable

- Good communication skills
- Commitment to Save the Children values

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Additional job responsibilities The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.	
Equal Opportunities The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Child Safeguarding: We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
Safeguarding our Staff: The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.	
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by:	Date: April 20th, 2020
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: