



INTERN RECRUITMENT

Job Title: Mine Action Intern
Department: Mine Action Program
Reports To: Mine Action Program Manager
Country/Location: Vietnam/Hanoi

CRS Background:

Catholic Relief Services (CRS) is a US non-governmental organization that has been operating in Vietnam since 1994. In partnership with government, civil society and communities, CRS implements programs in 12 provinces/cities in Vietnam. The Vietnam Program has a diverse funding base in the sectors of Disabilities, Mine Risk Education and Landmine Survivors' Assistance and Disaster Risk Reduction.

Job Summary:

Catholic Relief Services (CRS), Vietnam program, in collaboration with Departments of Education and Training in 4 project provinces and Quang Tri Youth Union, is supporting local residents and children to reduce the risk of Unexploded Ordnances/Landmine accidents via two projects "*Mine Risk Education in community*" and "*Towards Sustainable Mine Risk Education for primary and secondary school students*". As an intern of Mine Action Program, you will assist the project team to conduct activities. Specific tasks are as follows:

Job Responsibility:

Support the project team in:

- Data entry, data management, and data presentation
- Drafting reports and letters to project's partners
- Organizing trainings, workshops and events
- Conducting surveys and interviews
- Translating documents from Vietnamese to English and vice versa
- Creating finance advance and liquidation requests
- Other tasks as necessary, program/project activities as requested by supervisor.

Qualifications and Personal Skills:

- ✓ University degree in foreign language, social sciences, or related discipline
- ✓ Knowledge in using Excel to do data entry, data management, and data presentation is preferred.
- ✓ Good organizational and computer skills (Word, Excel, Power-point, E-mail and Internet - required).
- ✓ Well-organized and good communication skills
- ✓ Fluent in written and spoken Vietnamese required

- ✓ Proficient in written and spoken English preferred
- ✓ Able to travel to program/project areas when required.

Application requirements

Individuals interested in this job are invited to **submit your applications in English via email to Catholic Relief Services at: recruitment.vietnam@crs.org**;

Deadline for submission: **September 28, 2020**

By applying to this internship, the applicant understands and acknowledges that CRS requires its staff and Interns to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, the applicant understands that if s/he is a successful candidate, s/he will be subject to a comprehensive background check, and their personal/professional references will be asked to evaluate their behaviors related to the above safeguarding-related topics.

CRS is an equal-opportunity employer and does not discriminate on the basis of ethnicity, religion, sex, national origin, disability, or HIV/AIDs.