

<b>TITLE:</b> Support Services Intern	
<b>TEAM/PROGRAMME:</b> Support Services	<b>LOCATION:</b> Hanoi
<b>GRADE:</b> NA	<b>CONTRACT LENGTH:</b> 06 months
<p><b>CHILD SAFEGUARDING:</b></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><b>ROLE PURPOSE:</b></p> <p>In collaboration with Admin &amp; Support Services team members to provide admin/logistics support for Program Teams and all Area Offices 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><b>SCOPE OF ROLE:</b></p> <p><b>Reports to:</b> <i>Senior Admin Officer</i>  <b>Staff reporting to this post:</b> <b>NA</b>  <b>Direct:</b> <b>NA</b>  <b>Indirect :</b> <b>NA</b>  <b>Budget Responsibilities:</b> <b>NA</b>  <b>Role Dimensions:</b> <b>NA</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <ul style="list-style-type: none"> <li>• Back up the Receptionist/ Admin Assistant to manage office supplies and the front desk when required.</li> <li>• Photocopy, scan and translate the documents when required.</li> <li>• Provide logistics support for internal events, meeting, training and workshop.</li> <li>• Support daily implementation of all logistic arrangement in Country Office such as handling office supplies, EMS service, stationery, equipment, transportation and other related activities.</li> <li>• Support to apply for visas for Expat staff and visitors .</li> <li>• Update regular admin contact list</li> <li>• Manage rental contracts tracking.</li> <li>• Support in managing office asset ( inventory check, update, filing &amp; report).</li> <li>• Support in arranging and maintaining the filing system in the Country Office.</li> <li>• Support in organizing the office decoration in special events and celebration such as ornamental trees, paintings, reading corners...etc.</li> <li>• Rotated role as a minute taker in the team meeting.</li> <li>• Support getting quotations and contribute to procurement process</li> <li>• Ensure available logistics for new comer (working space, telephone, stationery, and motor bike parking card, etc.).</li> <li>• Other tasks as assigned by Line Manager.</li> </ul>	
<p><b>BEHAVIOURS (Values in Practice)</b></p> <p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>• holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values</li> <li>• 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.</li> </ul> <p><b>Ambition:</b></p>	

- 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**

- University degree in relevant area

**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 skill
- Commitment to Save the Children values

**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.

**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: Pham Thi Thanh Huyen**

**Date:** 13 September 2021

**JD agreed by:**

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**