

TITLE: REALM Intern – Program Team I – Hanoi	
TEAM/PROGRAMME: SPQI – REALM	LOCATION: Hanoi
GRADE:	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>The REALM intern will support HN REALM team in general REALM activities for Program Team I projects.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: REALM Officer Budget Responsibilities: N/A</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>The REALM intern is expected to support the Hanoi Office REALM team with the following tasks:</p> <ul style="list-style-type: none"> - Join data collection activities for research, monitoring and evaluation if required. - Support POs and MOs in data verification, cleaning, entry when required. - Support the team in preparing logistic arrangements if required. - Support in gathering project information from local partners for internal reporting (as inputs for donor report, CSP report, etc.). - Other duties requested by REALM the team. <p>Working contacts:</p> <ul style="list-style-type: none"> • Internal: All staff including Programs members and Support Services team members in Hanoi office • External: Consultants, local partners and beneficiaries. 	
<p>BEHAVIOURS (Values in Practice)</p> <p>Accountability:</p> <ul style="list-style-type: none"> • 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. <p>Ambition:</p> <ul style="list-style-type: none"> • 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. <p>Collaboration:</p>	

- 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

Final year student or newly graduated with Bachelor's degrees in statistics, public health, social sciences (or related disciplines)

EXPERIENCE AND SKILLS

Essential

- Have relevant major background (statistics, public health, social sciences, etc.) and experience in conducting surveys, research or evaluation, and data management.
- Be able to use Microsoft office including Word, Excel, and PowerPoint, Kobo Toolbox, STATA, SPSS, NVIVO, etc.
- High commitment
- Based in Hanoi
- Good spoken and written English language skills
- 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

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: Nguyen Thi Phuong Thao

Date: Mar 2, 2023

JD agreed by:

Date:

Updated By:

Date:

Evaluated:

Date: