



Changing the way the world sees.

JOB DESCRIPTION

JOB TITLE: Program Intern
REPORT TO: Program Officer

DEPT: Program
DATE: August 2024

INTRODUCTION

Orbis International is a nonprofit global development organization dedicated to saving sight worldwide. Our mission is to preserve and restore sight by strengthening the capacity of local institutions in their efforts to prevent and treat blindness. Our goal is a world in which no one is needlessly blind, where quality eye care is available to everyone. Since 1982, ORBIS has treated and transformed the lives of more than 10 million people in 87 countries.

Orbis has been working in Vietnam since 1996, supporting the country's efforts to prevent and treat avoidable blindness, especially among children, marginalized rural communities, and people with diabetes. Orbis established a permanent office in Vietnam in 2003.

Orbis Vietnam works closely with the Ministry of Health, medical universities, and eye care institutions to strengthen the overall eye health system of the country. Orbis also implements training programs that are building the skills of entire eye care teams across the country – from health workers in rural clinics to eye surgeons in urban centers.

JOB SUMMARY

We aim at supporting the community, especially young generation, by providing the working opportunities in the organization. Internship program with Orbis enables students and fresh graduate to work in a recognized international organization, learning from leaders while sharpen their expertise as well as interpersonal skills.

The Program Intern, under the supervision and instruction of the Program Officer, will support the implementation of the project activities in order to meet the targeted objectives. The position is based in Hanoi Office with travel to project sites as required.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

- Manage and implement all day-to-day financial and administrative tasks;
- Follow up works with partners/stakeholders to ensure the effectiveness and timely of milestone activities;
- Support to organize meetings, workshops, and training including the preparation of documents, presentations, and logistics;
- Draft outgoing correspondences, TOR, and consultancy contract when requested;
- Take notes at meeting, and workshop and distribute minutes in a timely manner;
- Assist in the translation of project documents and materials and provide interpretation when requested;
- Maintain soft and hard copies of project documents;
- Carry out other related tasks assigned from time to time.



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- Assist in conducting research and gathering information on program-related topics as needed.
- Work with Monitoring, Evaluation, and Learning (MEL) staff to update and collect data as needed.

QUALIFICATIONS & SKILLS

- Vietnamese citizen;
- University Degree from Hanoi School of Public Health, Medical Universities, English, Social Sciences, Business Administration or in relevant fields;
- Be willing to travel to project sites;
- Proficiency in Microsoft Office
- Excellent English and Vietnamese communication skills both verbal and written;
- Well organized and attention to details;
- Demonstrate interest in working in the development field.

BENEFITS

- Friendly working environment
- Internship allowance
- Travel allowance when on duty travel
- Free lunch in the office
- Opportunity to participate in group training for professional development
- A certificate from Orbis Vietnam upon completion of the 6-month internship period

HOW TO APPLY

Please send your motivation letter and CV to the email admin.vietnam@orbis.org, cc linh.nguyen@orbis.org. The email subject should be "Application for the position of Program Intern"

Deadline for submission: no later than 17.00 on August 07, 2024

Only shortlisted candidates will be contacted for an interview.

Please follow us on [Orbis Vietnam | Facebook](#) to learn more about what we are doing.

To learn more about Orbis International, go to <http://www.orbis.org>

Orbis is an Equal Opportunity Employer.

As a global organization, we welcome qualified applicants from diverse backgrounds and cultures who reflect the five Orbis values of Trust, Caring, Commitment, Accountability, and Excellence.