JOB DESCRIPTION

JOB TITLE

Sponsor Relations Volunteer (SRV)

ROLE

Being a part-time position, working under mutual work agreement, reporting to Sponsor Relations Officers, the Sponsor Relations Volunteer will play a supporting role to assist the Sponsor Relations team in ensuring the efficient functioning of the Vietnam Child Sponsorship Program.

REPORTING STRUCTURE / RELATIONSHIPS

SRV reports to the Sponsor Relations Officers

SRV works closely with other members of Sponsor Relations Team in Hanoi

RESPONSIBILITIES

- to ensure PO Box is checked regularly and to support SR officers in classifying sponsorship correspondence

- to support the team in ensuring good record of sponsorship databases to ensure the systems are updated timely and accurately if any

- to assist the team in the arrangement of child filing system's materials in liaison with SR officers in both Hanoi Office and AD Offices with data update

- to maintain computer files and other records to ensure secure, confidential, accountable and efficient management of Child Sponsorship Program

- to support the team in other data relating issues and other support tasks upon request

WORKING CONDITIONS

This is a Hanoi based, part-time position. The successful candidate will be offered a 12 months contract. Monthly allowance will be paid with this position.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE
E = essential, D = desirable

Knowledge
Have basic knowledge on development field   D

Skills

Good interpersonal and communication skills	E
Good written and spoken English and Vietnamese	D
Good computer and typing skills	E

Abilities/Qualities

Ability to handle multiple tasks and high workload	E
High team work spirit	
Being committed in administrative type of work	E

Attitudes

Commitment to the aims of ChildFund	E
Discreet and respectful of confidentiality	E
Willingness to learn in developed working environment	E

Qualifications

Being student specializing in English is preferable	D