

## **JOB DESCRIPTION**

*(This JD is applicable for both Program Volunteer and Communication Volunteer)*

Effective date	:	Mar 2016
Job Title	:	Program Volunteer (VOL)
Location	:	HelpAge International in Vietnam (HAIV) Hanoi office and travel to the field
Responsible to	:	Finance & Admin Manager (FAM)
Relations with others	:	Close working relations with all members in the HAIV team, partner organisations, projects and local partners
Salary and Insurances	:	Not apply
Lunch support	:	800,000 VND/month
Voluntary work timeframe	:	Negotiation (at least three months)
Daily working time	:	Full time, 8 hours/day. At least 4 days per week
Recruitment	:	Local recruitment

**Note:** This job description is indicative of areas of work. However, given the nature of our work, some adaptations and flexibility is required. Thus, the JD will be modified from time to time, in consultation with the staff involved.

### **Background**

HelpAge International in Vietnam (HAIV) supports a large network of partner organisations across the country. Partners across the network are responsible for implementing a wide range of programmes work for which HAI receives funding from both internal and external donors.

The recruitment of the Volunteers (VOL) is to support the implementation of HelpAge projects as assigned by the Country Director (CD) and carry out HAIV administration and account works as assigned by the Finance & Admin Manager (FAM).

### **The area of voluntary works for Communication Volunteer**

- Update project news on the website, social media pages (facebook, twitter...), printed publications
- Take shot, record video at fieldtrips, events
- Write case studies, articles, reports, news for projects
- Manage, update office materials, documents
- Travel to field in short notice.
- Support other project activities when necessary

*Essential/Desirable skills*

- Good at English (E)
- Communication background (E)
- Good at written communication skills (E)
- Culture awareness and sensitivity; communication and facilitation skills (D)
- Experiences in using, managing website (E)
- Photography and video editing skills (E)
- Understanding of social work (D)

### **The area of voluntary works for Program Volunteer**

- Provide interpretation and translation of project documents, correspondence, reports.
- Provide logistic arrangements for events (meetings, workshops, trainings) and do preparation for field trips.
- Communicate and support partners and other agencies in project implementation.
- Provide supports in cash advance and settle advance; procurement of goods, equipment for office/projects
- Provide general administrative support including filing, sending and circulating mail; photocopying, travel booking, etc.
- Travel to field in short notice.
- Perform others tasks as required.

### *Essential/Desirable skills*

- Good at English (E)
- Communication skill (E)
- Understanding of finance works (advance, settlement, dossier filing...) (D)
- Familiar with basic project/office administration (logistics, booking, procurement...) (E)
- Able to travel to project sites on a regular base (E)
- Understanding of social work (D)