



Internship - DRR

"The American Red Cross seeks to prevent and alleviate human suffering around the world by responding to disasters, building safer, more resilient communities, and educating future humanitarians. In the coming years the American Red Cross will deepen and expand its programming around the world while also working to strengthen the global Red Cross Red Crescent network, in order to deliver vital help and hope to some of the most vulnerable communities"

Summary

The American Red Cross (ARC) Vietnam Delegation seeks an enthusiastic Intern to support ARC's "Building Resilience to Natural Hazards in Center Vietnam". The projects are based around community-based disaster risk reduction (CBDRR) activities in several provinces in Vietnam. The Intern will contribute to the monitoring data collection and management of project trainings.

The position will be based in the ARC Vietnam Delegation office in Hanoi and will require travel to field sites in the different project provinces. The Intern will report to the ARC's Senior Program Officer. The contract is full-time for 3 month duration, with possibility of extension, based on performance.

Responsibilities

- Monitor pre-posttest and retain test for Community Action for Disaster Response (CADRE) trainings in 28 wards/communes, including input the data into our system,
- Provide translation from Vietnamese to English and English-Vietnamese for project documents and in training/workshop,
- Provide documentation and consolidation of the result from Urban Community based Disaster Risk Assessment, including good practices, lesson learnt, case studies, ...
- Support other task under DRR projects as assigned

Qualifications

- Bachelor's degree in a related field
- Proven knowledge of M&E, including data collection, data management and reporting
- Proven record of effective teamwork across multiple organizations and stakeholders at both local and national levels
- Knowledge of DRR tools, training materials and activity content not essential but is preferred
- Excellent written, verbal communication and interpersonal skills in English and fluency in Vietnamese
- Proficient in MS Office.

The American Red Cross is an Equal Opportunity/Affirmative Action Employer.

Applicants should send a current resume and a cover letter containing the name and contact details of 3 references as well an indication of salary expectations to amcrossvn@hotmail.com by CoB June 10, 2016. Only qualified candidates will be contacted.