



PROGRAMME VOLUNTEER

About the role

An exciting opportunity to be an important part of the dynamic and well-known international NGO, CARE International in Vietnam. Programme Volunteer is responsible for supporting administrative support (and technical support, if interested) during implementation of projects.

Key responsibilities

- Provide administrative and finance support; i.e. arranging logistics (i.e. meeting package, travel, accommodation, etc.) for meetings, workshops, seminars and learning activities; preparing estimation, advance and acquittal, payments to project activities;
- Engage in programme activities that are of interest and emergency work;
- Assist in data collection in multi-disciplinary team research projects;
- Support work of Monitoring, Evaluation and Learning (MEL) team when required;
- Provide translation of documents (i.e. proposals, invitation letters, handouts, etc.) between English and Vietnamese;

Ideally you will have:

- A high sense of purpose and a willingness to learn about CARE, gender equality and women's empowerment activities and protection from sexual exploitation and abuse;
- Experiences in community services, volunteerism and development work is an advantage;
- Ability to take direction and follow standard policies, procedures and processes;
- Positive working attitude, close attention to details and good task management;
- Good verbal and written Vietnamese and English;
- Intermediate knowledge in Microsoft Office and numeric skills;

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams

Application Deadline: **5.00 P.M., 31 March 2020**

Base in Hanoi with travel to project locations in Vietnam to work with partners

Full time 1 year contract.

Interested?

Please send your application in English to email: Jobs@care.org.vn quoting the position title in the subject line of the email. The application is attached with this Advertisement.

CARE International in Vietnam

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam

are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit www.care.org.vn

Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment; and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. In addition to pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Team Leader.