

**HELEN KELLER INTERNATIONAL/VIETNAM**  
**Full time Admin/Procurement Intern (local hire)**

**JOB DESCRIPTION**

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) is dedicated to saving the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, HKI currently conducts programs in 21 countries in Africa and Asia, as well as in the United States. Renowned for its reliability, efficiency and high level of technical expertise, HKI promotes the development of sustainable, large-scale programs that deliver effective preventative and curative services for nutrition, eye health and neglected tropical diseases.

**Background**

HKI has been working in Vietnam since the 1990s through the Vietnam National Institute of Ophthalmology (VNIO). At the present time, we are working in Can Tho, Tra Vinh, Nam Dinh, Hoa Binh, Son La and Lai Chau Province, to implement development projects in Eye Health and Nutrition. In close collaboration with various local partners, HKI is working to improve service delivery for eye health, including vision care services for school children and teachers, such as vision screening, refraction, and the provision of corrective eyeglasses for those who are in need. In addition, HKI's nutrition activities contributed to improve the health of mothers and their children in Son La province. This model is being scaled up to Hoa Binh and Lai Chau provinces till 2021.

We are currently seeking a potential candidate to fill the position of an Administrative/Procurement Intern.

**NATURE OF WORK:**

The Full Time Admin/Procurement Intern will perform a supportive role in covering admin/procurement needs of the office.

Report directly to: Admin/Finance Manager, Vietnam

**MAJOR TASKS AND ACTIVITIES:**

**1. Administration tasks**

- Meet and greet guests to the office and answer telephone calls;
- Make logistic arrangements for lodging, transportation, workshops/conferences, and for other project and operational activities of the office;
- Apply visa for visitors

- Ensure efficient filing, tracking and storing system of incoming and outgoing documents;
- Record and maintain equipment and asset of the office in the soft file and hard files.
- Manage petty cash

**2. Procurement tasks: In charge of procurement of goods and services for HKI Vietnam office and projects**

- Prepare request for quotations and advertise it on public channels or send it to suppliers
- Collect quotations and prepare vendor selection form
- Prepare purchase order/ contracts
- Follow up with receiving goods/ services
- Collect payment documents, prepare payment request
- Develop and maintain vendor lists

**3. Human resource**

- Support in contact with candidates for interview
- Support with filing personnel profiles
- Verify and maintain staff timesheet

**4. Other support tasks**

- Translate office and project related documents (English and Vietnamese);
- Assist in interpretation for foreign visitors
- Manage and maintain the fan page of HKIVN
- Assist eye health and nutrition program activities as needed.
- Other tasks as needed

**DURATION: 3 - 6 months**

**DUTY STATION: HKI Office in Hanoi with some travels as required**

**START DATE: 15 July 2020**

**SKILLS/KNOWLEDGE REQUIRED:**

- University graduate
- Excellent command of Vietnamese and English (speaking and writing) and able to translate documents (English -Vietnamese and vice versa);
- Good literacy with major computer applications;
- Careful and detail oriented.
- Good communication skills.

**BENEFITS:**

- Working in multicultural environment

- Good opportunities for growth and professional development.
- Internship allowance (VND1,950,000/month)
- Project-related travel costs are covered according to project procedures
- HKI will assign an academic mentor to ensure the intern is provided with sufficient academic guidance.

### To Apply

Qualified candidates should submit a cover letter and resume to [diam@hki.org](mailto:diam@hki.org); [nphuong@hki.org](mailto:nphuong@hki.org) and copy [pngoc@hki.org](mailto:pngoc@hki.org) noting the Admin/Procurement internship title in the subject line. Applications will be accepted until 20 June 2020 or until position is filled.

### Helen Keller International in Vietnam



**Add:** Room 305-306/A2, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi

**Tel:** (+84) 243 726 2261, Ext 104 | **Fax:** (+84) 24 3726 3931

**Website:** [www.hki.org](http://www.hki.org)

<https://www.facebook.com/HKIVN/>