

HELEN KELLER INTERNATIONAL/VIETNAM
Full time Project Intern
(Hanoi, Vietnam with travels to the field)

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 a Project Intern.

NATURE OF WORK:

The Full Time Project Intern will perform a supportive role for the project staff in implementation of the project activities.

Report directly to: Program Manager, Vietnam

MAJOR TASKS AND ACTIVITIES:

1. Assist in further systematizing the M&E activities of the Childsight® and Homestead Food Production Project (HFP) programs in Vietnam;
2. Assist with the quarterly check-ups, Baseline/Endline surveys, data analysis and reporting
3. Assist in the development of new projects in targeted areas in Vietnam;
4. Participate in producing articles/bulletins for both eye health and nutrition programs in the country.
5. Prepare logistics for training and workshops
6. Draft project related correspondence
7. Translated project documents
8. Prepare payments for project activities

9. Conduct field trips as needed
10. Other tasks may be assigned

DURATION: 3 - 6 months

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

START DATE: as soon as possible

SKILLS/KNOWLEDGE REQUIRED:

- This position would be ideal for Public Health graduates or MPH students seeking hands-on experience in development, especially in agriculture nutrition/food security /eye health of an international health project.
- Highly computer literate. Proficient in using Excel / databases / STATA / SPSS / DHIS2. Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- An ability to work in challenging and changing environments, and to see through challenges to find solutions.
- Excellent oral and written English language skills, including the ability to clearly document work and write reports.

BENEFITS:

- Working in multicultural environment
- Good opportunities for growth and professional development.
- Internship allowance (VND1,950,000/month)
- Project-related travel costs 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 nnhu@hki.org, dlam@hki.org and copy pngoc@hki.org noting the project internship title in the subject line. Applications will be accepted until 15 June 2020 or until position is filled.

Helen Keller International in Vietnam



**HELEN
KELLER
INTL**

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