

Plan International in Vietnam
Job Description

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| Job Title: Short-term intern | Duration 6 months with possible for extension |
| Reports to: Technical lead on DRM | Working Location: Hanoi |
| Unit/ Department: DRM/PQD | Effective date: March 2022 |
| Staff Directly Supervised (position): NA | |

Job purpose:

An opportunity to whom are the final-year or close to final-year student or fresh-graduate would like to learn in Disaster Risk Reduction/Climate Change Adaptation (DRR/CCA) related work in development sector through on-the-job-of-trainee in assisting the Plan's DRM team on implementation of DRR/CCA projects.

Job responsibilities:

Assist to do project M&E and research activities:

- Input M&E data from DRR/CCA related projects to the M&E system that serving for DRR/CCA related project or researches/studies in accordance with guidance/instruction.
- Possibly participate in field data collection in supporting the implementation of DRR/CCA related researches/studies/project evaluations
- In process of developing tools, templates for M&E works.
- Tracking DRR/CCA related project's beneficiaries for organization/donor's report.

Assist administration and logistic related works:

- Organize virtually/in-person trainings, workshops, meetings...(i.e.: send invitation, liaison with participants, photocopy of related materials, minute note-taker for trainings, workshop, meetings)
- Prepare for donor & stakeholder's visits, field travel/visit following Plan's policy (i.e.: invitation, visa, booking flight, hotel, car and provide interpretation if necessary).
- Process the procurement procedure under DRR/CCA related works when being required (i.e.: prepare requisition for procure goods/consultant service, liaison with potential candidate, arrange interview schedule, take minutes if necessary)

Travelling and other tasks if necessary:

- Possibly required to assist the donor & stakeholder's visits and/or conducting studies/researches to project areas - it will be informed in advance and comply Plan's Travel policy.

Requirements:

- 3rd or 4th year student or new graduation in related fields and be able to work part-time;
- Fluent in basic computing skills (word, excel, etc.);
- Capacity in administration supports;
- Willingness, honesty and good attitude;
- Good English

Benefits:

- Working in mixed English - Vietnamese speaking environment

- Having opportunity to understand about development projects of Plan in Vietnam, especially DRR & CCA related project with focusing on child's and girls' rights.
- Having opportunity to gain experience and communication skills through working with different type and levels of partners from national to grassroots
- Being trained on data analyzing and consolidating and M&E concept
- Being trained on team work, administration and organizing skills
- Being paid with working allowance (VND 4,400,000 per a month).

Working time:

- Comply Country Office's working time.
- From 15 to 22 working days per month in which half day work is also acceptable.
- 6 months with possibility of extension up based on the requirement of work

Application:

- Interested candidate should send your C.V to email address: van.nguyenthithanh@plan-international.org no later than **16h00, March 4th, 2022**.