

## **ABOUT VOLUNTEER PROGRAM**

Volunteer Program at CARE in Vietnam (CVN) is designed for national young talents who desire to pave their career path with interest in development work, in a hope that their contribution to CVN would promote not only growth of their knowledge and skills but development of their career as well.

In companionship with CVN, volunteers can expect to (i) Gain an insight of development and humanitarian sector with a strong focus on gender equality (see About CARE); (ii) Build up professional life with first-hand experiences in a diverse working environment; and (iii) Challenge and develop behaviour competences in a dynamic international organization.

To that end, volunteers are at the heart of the program with a support structure that enables them to seek mentorship and collaboration within and beyond the organization. This structure will involve various mentors who could be supervisors, colleagues, and peers to provide on-job guidance, educational opportunities, and peer-learning experiences.

As Volunteer Program is aligned with CVN's Volunteer and Intern Policy and Guidelines, monthly allowance along with Accident and Health package will be provided. For specific tasks that require travel out of their work base, work-related expenses will be covered in accordance to CVN's cost norm.

## **MAIN RESPONSIBILITIES**

### **ADMINISTRATIVE AND FINANCE SUPPORT**

- Arrange logistics (i.e. meeting package, travel, accommodation, etc.) for meetings, workshops, seminars and learning activities;
- Handle field-trip logistics (i.e. accommodation, travel, allowances, etc.);
- Prepare estimation, advance and acquittal, payments to project activities.
- Provide explanation or guidance on procedures to partners and workshop participants who are not familiar with CVN cost norm and financial procedures.

### **PROGRAMME ACTIVITIES ASSISTANCE**

- Support implementation of project activities, particularly on women's economic empowerment projects and social norm change campaigns.
- Assist in data collection in multi-disciplinary team research projects.
- Take minutes during workshops and training; and provide feedbacks and perspectives where possible.
- Support work of Monitoring, Evaluation and Learning (MEL) when required.

### **TRANSLATION/ INTERPRETATION**

- Provide translation of documents (i.e. proposals, invitation letters, handouts, etc.) between English and Vietnamese;
- Perform interpretation during field visits or workshops that engage international CVN staff, partners or donors (if required).

The main responsibilities above are not exhaustive and volunteer(s) are encouraged to take on additional duties beyond their scope of work.

## **COMMON ACCOUNTABILITIES FOR VOLUNTEER AND INTERN**

- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies and procedures.

- Demonstrate an ongoing commitment to gender equality, diversity, and child protection.

Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams and uphold high standards of honesty and integrity in personal conduct.

## SELECTION CRITERIA

- A high sense of purpose and an eager to learn about CARE, gender equality, women's empowerment, and protection from sexual exploitation and abuse.
- An educational background or volunteer work experience on business or communications is an advantage.
- Have work disciplines and capacity to take deliberate actions.
- Acquire excellent task management skills and be detail oriented.
- Good verbal and written Vietnamese and English.
- Intermediate knowledge in Microsoft Office and numeric skills.

**Application Deadline: 17:00' on February 23<sup>rd</sup>, 2024**

## RECRUITMENT PROCESS

### Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please click the Apply button and complete the online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your pdf file including a letter of interest and CV in English language before submitting.

## ABOUT CARE

**CARE in Vietnam (CVN)** 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 poor and marginalised ethnic minority and urban people of all genders, particularly women, equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit [www.care.org.vn](http://www.care.org.vn)

*"CARE has a zero-tolerance approach to all forms of abuse. We take seriously all reports of sexual harassment, exploitation and abuse, physical and emotional abuse, neglect, and child abuse, and any other form of abuse or misconduct within CARE. **CARE will only recruit and retain Employees, and only engage Related Personnel, who are aligned with our vision, mission, and values. Prior to any job offer, we will conduct reference checks with previous employers regarding conduct that applies to this policy.** By submitting the application, the job applicant confirms that s/he has no objection to CVN requesting the information specified above."*

**CARE is an equal-opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.**