

JOB ANNOUNCEMENT

Samaritan's Purse is a Christian humanitarian organization providing aid to hurting people around the world. With a sustainable history working in Vietnam, Samaritan's Purse has developed strong relationships with partners to conduct projects in 6 sectors: health, WASH, education, protection, livelihood and relief.

Samaritan's Purse in Vietnam's projects are being implemented in Hanoi, Quang Nam, the central province of Vietnam, Tra Vinh, the south of Vietnam and across the northern provinces of Lao Cai, Yen Bai and Lai Chau where the majority of people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population.

We are now seeking highly qualified candidate for the following position:

Position Title: Program National Intern
Position Duration: April 01, 2024 to September 30, 2024
Duty Station: Hanoi city with frequent travel to project locations
Reports To: Assigned Project Manager

Job Summary:

The Samaritan's Purse Vietnamese Internship Pathway Program is a prestigious opportunity young Vietnamese graduates who are passionate about serving local communities. The program provide newly graduates with opportunities to explore NGO careers, earn meaningful experience, and develop professional skills while being paid for the work performed.

The Program National Intern will be assigned to a project team and support project activities in areas of logistics, supply chain, administration and monitoring. Current projects include WASH, livelihood, education, health, protection, and disaster responses. The intern will be assigned to work on projects located in Ha Noi, Lao Cai, Lai Chau, Yen Bai, or Quang Nam.

Key Responsibilities:

- **Project Implementation:** Support project activities implementation.
- **Logistics & Procurement:** Prepare travel arrangements and purchase supplies.
- **Monitoring & Evaluation:** Assist data collection and compiling reports.
- **Stakeholder Engagement:** Assist with meetings and communications. Support with hosting international visitors.
- **Administration:** Prepare, update, and file project documentations.
- **Finances:** Collect valid receipts and prepare supporting financial documents.
- **Work Environment:** Contribute to a positive work environment and commitment to Samaritan's Purse values and ethics.
- **Team Support:** Perform additional responsibilities as needed.

Professional Development Commitment

- Complete monthly learning activities include training and seminars, job shadowing, group learning exercises with other interns, and individual learning assignments.
- Attend monthly coaching session with assigned line manager and mentor.
- Complete the assigned capstone project by the end of the internship.

Education/Experience Needed:

- Bachelor's Degree from an accredited university or college in Vietnam. The applicant should have graduated within 2 years of the internship start date.
- Fluency in English. Any language test scores (TOEFL, IELTS, or others) should be included in the application submission.
- Experience with community service, humanitarian or development activities is preferable.

Skills Required:

- Good communication skills.
- Excellent planning, time management and organizational skills.
- High level of integrity, humble team player, ability to be flexible and adapt.
- Proficient with Microsoft Outlook, Word, Excel and PowerPoint.
- Ability to travel frequently to remote areas.
- Strong awareness of local culture, customs, and other contextual information.
- Strong understanding of ethnic minority groups in Vietnam is a plus.

Samaritan's Purse in Vietnam is a Christian nonprofit organization. Candidates having working experience in a similar kind of organization will be an advantage.

Please note that Applications will be treated in confidence and cannot be returned, only candidates invited to an interview will be contacted.

