

HAGAR JOB DESCRIPTION

Hagar is an international Christian non-governmental organization committed to the recovery and economic empowerment of women and children from extreme disadvantaged backgrounds; particularly human trafficking, sexual exploitation and domestic violence.

1. Position Summary:

Position title and mode of employment	Program Intern - Personal Development and Well-being Program/ Outreach
Mode of Selection	Open recruitment
Number of hours required	Minimum 40 hours per week
Location(s)	Hanoi Office
Reporting line(s) and networks:	<ul style="list-style-type: none"> ▪ Primary reporting line will be to: Team Leader of Personal Development and Well-being Program ▪ Internal regular coordination and supports will be required with other team leaders of (i) Individualized Care Program and (ii) Career Development and Education Program ▪ External regular liaison will be required with partnering organizations and Hagar beneficiaries
Purpose of position:	The primary goal of this position is to support the seamless and effective implementation of Hagar Vietnam’s Personal Development and Well-being Program, including but not limited to (i) clients outreach, (ii) training services and capacity building for local partners (iii) volunteer management
Major challenges facing this position:	<ul style="list-style-type: none"> ▪ The demanding and substantial amount of time required to accomplish tasks given the complex nature of the job and backgrounds of the beneficiaries ▪ The wide array of stakeholders and their expectations require high level of negotiation skills and flexibility in addressing problems and seeking solutions ▪ Women’s background of trauma and violence may affect participation in the program, other barriers to learning and their career development. ▪ Helping to develop a more positive self concept in the women to enable learning to occur and to foster empowerment ▪ Helping women to feel ownership over the process; engaging the women and helping them to be open to positive change ▪ Field trips can be required in order to ensure effective outreach activities.

2. Main Duties:

ACCOUNTABILITY	SPECIFIC ACTIVITIES
Clients Outreach 40%	Work with partner organizations in client referral: <ul style="list-style-type: none"> ▪ Work with government/non-government organizations, media, community groups and other potential sources to raise awareness about Hagar

ACCOUNTABILITY	SPECIFIC ACTIVITIES
	<p>programs so that the women in need can access to Hagar program</p> <ul style="list-style-type: none"> ▪ Support in organizing Information workshop for partners and potential clients ▪ Support in conducting field trip to provinces if necessary for client outreach purpose ▪ Support with developing materials for outreach purpose <p>Work directly with potential clients:</p> <ul style="list-style-type: none"> ▪ Regular contact with potential clients to introduce about Hagar services ▪ Conduct intake assessments before admission <p>Work with other programs in Hagar on setting goals for outreach activities</p>
<p>Client Training Program and Capacity Building Program Assistance 30%</p>	<p>CT and CB training preparation and implementation</p> <ul style="list-style-type: none"> ▪ Help to translate necessary training materials and documents ▪ Help to research for materials and print/photocopy materials when necessary ▪ Responsibility to ensure that resources, logistics are purchased and in place for training sessions/activities ▪ Assist in coordination and networking with external partners to enhance the provision for trainings ▪ Ensure attendance list of participants are daily updated ▪ Help to collect financial documents and receipts with clients signature for float settlement whenever necessary <p>Monitoring, Evaluation and Revision of Client Training Program/Capacity Building Program</p> <ul style="list-style-type: none"> ▪ Administer pre and post-test data screening, cleaning and input into table ▪ Provide peer observation to improve the performance and competencies for Hagar trainers when necessary ▪ Assist in continuous revision and adaptation of curriculum to the needs of clients <p>Design and Implementation of Creative Club (CC) activities</p> <ul style="list-style-type: none"> ▪ Develop agenda and identify resourced persons ▪ Mobilized human resource to meet the demand of the program ▪ Organize recurrent CC activities, including participants arrangement, logistical arrangement, settlements of expenses
<p>Volunteer Management 20%</p>	<ul style="list-style-type: none"> ▪ Support the development of organization volunteer mobilization guidelines ▪ Support the volunteer recruitment (TORs, advertisement, interview) and orientation (volunteer briefing, documents collection) process ▪ Support the implementation and monitoring of volunteers performance, particularly big sister and brothers group
<p>General support for program/office activities 10%</p>	<ul style="list-style-type: none"> ▪ Perform any other tasks delegated by the line manager for overall effective program operations

3. Personal Profile Required:

Experience	<ul style="list-style-type: none"> ▪ Experience working and volunteering with NGOs and vulnerable groups ▪ Proven experience in working with people from diverse backgrounds (e.g. economic, social, cultural)
Education & Training	<ul style="list-style-type: none"> ▪ Background/Education in English studies, International studies, Social work or related fields
Skills	<ul style="list-style-type: none"> ▪ Advanced fluency in written/spoken English ▪ Microsoft Word/Excel/Access ▪ Great communication skill ▪ Good time and stress management skill ▪ Proven ability to be a team player
Personal Qualities	<ul style="list-style-type: none"> ▪ Values excellence ▪ Takes initiative ▪ Creative thinker and doer ▪ Humility and kindness ▪ Accepting and consideration of others ▪ Values each person as a unique individual ▪ Passion for life-long learning ▪ Excellent work ethic ▪ Responds constructively to direction and feedback

4. Other information:

Job type	Paid job – full time
Duration	July 1 – December 30, 2013
Opportunity	Promotion after internship time

Interested applicants are invited to send Cover Letter and CV to:
nhatanh.duongthi@hagarinternational.org by June 16, 2013

In the subject line, please insert the position reference code: Application for PWD Intern