

Samaritan's Purse is a Christian humanitarian organization providing aid to hurting people around the world. With a sustainable history working in Vietnam, the current projects include health, education, relief, protection, water, sanitation, and hygiene projects in schools, and livelihood projects.

Samaritan's Purse in Vietnam's projects are being implemented in Hanoi, Ho Chi Minh and 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: Operations National Intern
Position Duration: April 01, 2025 to September 30, 2025
Duty Station: Hanoi city with frequent travel to project locations
Reports To: Operations 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 Operations National Intern is responsible for assisting the Operations department in the Samaritan's Purse Vietnam office operations. He/She will provide support for field operations in Vietnam, especially in the area of administration, human resources, procurement, logistics and the Labor Union committee. The candidate will gain experience in a wide variety of organizational processes while having the opportunity to make a meaningful impact on disadvantaged communities.

Key Responsibilities:

- **Administration:**
 - Manage office supplies and stationeries
 - Arrange meeting spaces, prepare tea breaks and materials for office meetings and events
 - Scan, print and submit dispatch documents to government agencies
 - Assist in preparing Field Expenses Report (FER)
- **Procurement and Logistics:**
 - Contact vendors and research information for purchases and logistical services
 - Update databases and trackers
- **Human Resources:**
 - Update the Independent Contractor (IC) database, file IC contracts
 - Prepare HR surveys; edit HR forms
 - Assist in recruitment process
- **Labor Union Committee:**
 - Participate in the activities of the committee
 - Take meetings minutes
 - Prepare devotions documents

- **Work Environment:** Nurture a positive work environment and foster a 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 in Administration, HR, Logistics, or related field from an accredited university or college in Vietnam. The applicant should have graduated within 02 years of the internship start date.
- Strong English skills are a plus. Any language test scores (TOEFL, IELTS, or others) should be included in the application submission.

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 to remote areas.

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, only candidates invited to an interview will be contacted.

To respond to this opportunity, please send your **Cover letter, Samaritan's Purse Internship Application form** to hrrspvietnam@samaritan.org referencing "Operations National Intern Opportunity" in the subject title.