

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: Program National Intern
Position Duration: April 01, 2025 to September 30, 2025
Duty Station: Hanoi or Ho Chi Minh city with frequent travel to project locations
Reports To: Assigned Program Manager

Job Summary:

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

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, Lai Chau, Yen Bai, or Tra Vinh.

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 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.
- 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, 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 "Program National Intern Opportunity" in the subject title. ®

