

## **Hiring a Procurement Volunteer, based in Hanoi**

### **ABOUT VOLUNTEER PROGRAM**

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

In companionship with CVN, volunteers can expect to (i) Gain insight into the 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-the-job guidance, educational opportunities, and peer-learning experiences.

As the Volunteer Program is aligned with CVNs Volunteer and Intern Policy and Guidelines, a monthly allowance and 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 with CVN's cost norm.

### **PURPOSE OF THE POSITION**

As a **Procurement Volunteer**, you will play a key role in ensuring the smooth and efficient operation of our organization's procurement activities. Collaborating closely with the Procurement team, you will help maintain accuracy, timeliness, and compliance in all procurement-related processes.

### **MAIN RESPONSIBILITIES**

#### **Vendor Management:**

- Prepare Vendor Setup forms and follow up on Questionnaire forms and legal business documents from vendors.
- Conduct Bridger checks for vendors.
- Setup Vendor in PSOFT system

#### **Quotation & Contracting:**

- Request and receive quotations from vendors.
- Record SBA and draft Selection Memos.
- Prepare contracts for vendors & create Purchase Order in PSOFT

#### **Payment Processing:**

- Follow up on goods delivery to ensure timeliness and accuracy.

- Process payments for vendors, including GRN, PV, invoices, and evaluation forms.
- Maintain proper documentation and filing of procurement records.

And other support as 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 and hold accountability for your behavior in relation to CVN's core values of Courage, Ambition, Respect, and Equality when working with communities, donors, supporters, partners, and colleagues;
- Promote a safe and secure work environment, foster safety and security awareness, and ensure compliance with safety and security policies and procedures.
- Uphold and promote CARE's commitment to Child Protection and Protection from Sexual Exploitation and Abuse;
- 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 eagerness to learn about CARE, gender equality, women's empowerment, and protection from sexual exploitation and abuse.
- Experiences in community services, volunteerism, and development work are an advantage;
- Ability to take direction and follow standard policies, procedures, and processes;
- Positive working attitude, close attention to details, and good task management;
- Good verbal and written Vietnamese and English.
- Intermediate knowledge in Microsoft Office and numeric skills.

### **Why you should apply:**

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams

**Application deadline: by 20 May 2025**

## Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please email a letter of interest and CV in English language, to [vnv.jobs@care.org](mailto:vnv.jobs@care.org) by 20<sup>th</sup> May 2025. As part of our application process, we kindly ask that you include the following in the subject line of your application email: **Procurement Volunteer Application - [Your Full Name]**.

## ABOUT CARE

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

*"CARE in Vietnam (CVN) participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. CVN reserves the right to seek information from job applicants previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicants employment with that employer. 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.**