

## **VOLUNTEERING WITH A NON-PROFIT ORGANISATION**

### **An excellent way to begin a career in international development**

The Volunteer Programme at CARE International in Vietnam (CVN) is designed for Vietnamese young talents who desire to pave their career path with interest in development work. By a volunteer-centric approach and mentorship, our Programme aims to provide volunteers with professional and first-hand experiences that contribute not only to the growth of knowledge and skills but to the development of their long-term career as well. What volunteers can expect from the programme are:

- Developing professional competence in an international organisation;
- Gaining experiences in team work and working independently; and
- Gaining an insight of the development and humanitarian sector with a strong focus on women's empowerment and gender equality (see About CARE).

We are looking for Vietnamese candidates who are **passionate in programming operation volunteer position with general selecting criteria as follow:**

- A high sense of purpose and a willingness to learn about CARE, gender equality and women's empowerment activities and protection from sexual exploitation and abuse;
- 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;

### **RECRUITMENT PROCESS**

Full TOR and application form are attached.

- **Application**  
Eligible candidates are expected to submit their application form (downloadable at <https://bit.ly/2TqznZM>) no later than **20 March 2019** to [Jobs@care.org.vn](mailto:Jobs@care.org.vn), quoting the position title in the subject line of the email.
- **Interview**  
Candidates will be notified via e-mail if being selected for an interview. (Please be mindful about your e-mail address in the application!)
- **Commencement**

The successful candidate may commence one's volunteer programme early April 2019.

### **ABOUT CARE**

**CARE** is an international development and humanitarian aid organisation fighting global poverty and injustice, with a special focus on working with women and girls to bring lasting change to their communities.

**CARE International in Vietnam** is a dynamic organisation working with Vietnamese and international partner organisations on 300+ projects since 1989. CVN recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CVN's long term programme goals are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances, and have a legitimate voice.

CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

*"Thanks for your interest in CARE! We are committed to each other and to the protection of the people we serve. We do not tolerate sexual misconduct within or external to our organisation and imbed child protection in all we do. Protection from sexual harassment, exploitation and abuse and child protection are fundamental to our relationships, including employment, and our recruitment practices are designed to ensure we only recruit people who are suitable to work with other staff and the people we serve. In addition to pre-employment checks, we will use the recruitment and reference process to ensure potential new staff understand and are aligned with these expectations. To find out more, please contact the Human Resources Manager."*