



JOB DESCRIPTION

JOB TITLE: Programme Volunteer

LINE MANAGER: Programme Officer

TEAM: Programme

WORK LOCATION: Hanoi – Country Office – with possible travel to project sites

DURATION: full-time, 12 months

CARE International in Vietnam (CVN) is looking for a passionate and committed companion to cultivate their competences in coordinating project-level administrative work that significantly contributes to the effectiveness and efficiency of our key programmes.

ABOUT VOLUNTEER PROGRAMME

Volunteer Programme at CARE International in Vietnam (CVN) is designed for national young talents who desire to pave their career path in development world. Volunteers' contribution will 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 an insight of the development and/or humanitarian sector with a strong focus on gender equality*** (see About CARE); (ii) ***Build up the professional life with first-hand experiences in a diverse working environment;*** and (iii) ***Challenge and develop behaviour competences in a dynamic international organisation.***

To that end, volunteers are placed at heart of the programme with a support structure that enables them to seek mentorship and collaboration within and/ or beyond the organisation. This structure will involve various mentors who could be line managers, trainers and peers to provide on-job guidance, educational opportunities and peer-learning experiences.

As Volunteer Programme is aligned with CVN's Volunteer and Intern Policy and Guidelines, a monthly allowance along with an 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 to CVN's cost norm.

MAIN RESPONSIBILITIES

ADMINISTRATIVE AND FINANCE SUPPORT

- Arrange logistics (i.e. meeting package, travel, accommodation, etc.) for meetings, workshops, seminars and learning activities;
- Handle field-trip logistics (i.e. accommodation, travel, allowances, etc.);
- Prepare estimation, advance and acquittal, payments to project activities;
- Provide explanation or guidance on procedures to partners and workshop participants who are not familiar with CVN cost norm and financial procedures;
- Maintain partner contact list (donor and partner contact list);
- Follow-up the signed Purchase Order/Contract, prepare Payment Request and other necessary works;

PROGRAMME ACTIVITIES ASSISTANCE

- Engage in programme activities that are of interest and emergency work;
- Take minutes or notes during workshops or meetings;



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- Assist in data collection in multi-disciplinary team research projects;
- Attend programme meetings or trainings, and provide feedbacks and perspectives when possible;
- Support work of Monitoring, Evaluation and Learning (MEL) team when required;

TRANSLATION/ INTERPRETATION

- Provide translation of documents (i.e. proposals, invitation letters, handouts, etc.) between English and Vietnamese;
- Perform interpretation during field visits or workshops that engage international CVN staff, partners or donors (if 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 VOLUNTEERS AND INTERNS

- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies and procedures;
- 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

- Strong commitment to community service, volunteerism and development work;
- 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

- **Application**
Eligible candidates are expected to submit the [application form](https://bit.ly/2TqznZM) (<https://bit.ly/2TqznZM>) no later than **20th March 2019** to Jobs@care.org.vn. Applications are thoroughly reviewed in two weeks' time.
- **Interview**
Only short-listed candidates will be notified via e-mail and/ or phones for an interview.
- **Commencement**
Selected post-holder(s) will commence the volunteer programme by April – May 2019.

ABOUT CARE



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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.

Our core values consist of:

Courage:

We are clear-eyed about the challenges and opportunities facing humanity; we make difficult decisions and take calculated risks to respond to these knowing we have a healthy and productive workforce in a safe and fun work environment.

Ambition:

We are all leaders, thinking big and taking urgent action to improve the world; we challenge each other, have the confidence to try new things, and we move fast.

Respect:

We know we must be the change we want to see, so we treat colleagues, partners and the public with respect, valuing and promoting different opinions and perspectives based on our diverse life experiences, working together so we all feel safe and powerful.

Equality:

We know humanity's best chance for overcoming poverty and creating a world of hope, tolerance and social justice lies in equality; we advance equality in all our work and in our dealings with all people, especially gender equality. It all starts with equal.

CARE International in Vietnam is a dynamic organisation working with Vietnamese and international partner organisations since 1989 on 300+ projects. 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 that contribute to the 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.