



JOB DESCRIPTION

JOB TITLE: Programme Volunteer	
LINE MANAGER: Programme Officer	TEAM: Remote Ethnic Minority Women (REMW)
WORK LOCATION: Hanoi with possible travel to project sites	DURATION: full-time, 01 year

CARE International in Vietnam (CVN) is looking for a passionate and committed companion to provide administrative support that contributes to effectiveness and efficiency of our key programmes.

ABOUT VOLUNTEER PROGRAM

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

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

As Volunteer Program is aligned with CVN's Volunteer and Intern Policy and Guidelines, monthly allowance along with 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;

PROGRAMME ACTIVITIES ASSISTANCE

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



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- 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 VOLUNTEER AND INTERN

- 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

- 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;
- Experiences in community services, volunteerism and development work is 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;

RECRUITMENT PROCESS

- **Application**
Eligible candidates are expected to submit an application no later than 30 August 2019 to Jobs@care.org.vn. The application form is downloadable [here](#) or at <https://bit.ly/2YLGM8C>
- **Interview**
Candidates will be notified via e-mail if being selected for the interview stage.
- **Commencement**
The successful candidate may commence on 23rd September 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 organization working with Vietnamese partner organisations for almost 30 years on 200+ 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 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.