

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 the Administrative and Logistic volunteer position with general selecting criteria as follow:**

- A high sense of purpose and a willingness to learn about an organisational operation;
- 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>) in English language to Jobs@care.org.vn, quoting the position title in the subject line of the email. Recruitment is open until positions are filled.
- **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 January 2021.

ABOUT CARE

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese and international partner organisations since 1989 in over 300 projects. We recognise that the key to achieving equitable development outcomes lies in addressing deeply rooted, structural underlying causes of poverty and injustices which contribute to the exclusion and vulnerability of particular groups in society. Our long term programme goals in Vietnam are that Remote Ethnic Minority Women (REMW) and Socially Marginalised People (SMP) in urban areas equitably benefit from development, are resilient to changing circumstances and have a legitimate voice. To learn more, visit: www.care.org.vn

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 Team Leader.