

Program Intern

PURPOSE OF THE POSITION

The Program Intern is responsible for assisting the Program team in Hanoi office in maintaining the smooth operations of all aspects of ChildFund’s Program activities in Vietnam to ensure that our Program activities are of a consistently high quality and contributing to the reputation of the ChildFund in Vietnam’s work as a thought leader in its specialist areas of focus: child rights and child protection, education, health and wellbeing for children.

KEY DUTIES

Support in general program activities:

- Arrange and do payment acquittal of program-wide activities including meetings, training courses, communication events, study visits and program’s group field trips, consultants’ and donors’ field visits;
- Prepare and do liquidation of consultancy service contracts;
- Prepare, develop and translate program documents;
- Act as the focal point in communication between ADOs and Hanoi program team to prepare relevant documents and request for project activities’ payment and acquittal (offline and online);

Support in MEL:

- Participate in surveys, assessments, and workshops, following specific assigned tasks;
- Data collection, monitoring and analysis process, including usage of online platforms and/or data collection tools such as Salesforce and KOBO;

Others:

- Manage the filing system both in soft and hard copies;
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University qualification in relevant fields, preferring Social Development, or Statistics
- Good written and spoken English and Vietnamese;
- Good computer literacy and experience with computerised information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

DESIRABLE QUALIFICATIONS & EXPERIENCE

- Experience in counselling and working with children.
- Experience working with international company/organisation.

SKILLS

- Ability to undertake detailed activities with a high level of accuracy
- Effective organisational and time management skills
- Good communication skills
- Creative, forward thinking, hard-working

CHILDFUND AUSTRALIA’S VALUES

Commitment to ChildFund Australia’s values –
Respect, Integrity, Collaboration, Change, Empowerment & Excellence

Department: Program

Location: ChildFund Australia Representative Office in Vietnam, 127 Lo Duc, Hai Ba Trung District, Hanoi, Vietnam

Employment: Full-time, Initial one-year employment agreement, with option to extend upon mutual agreement.

Reports to: Monitoring Evaluation and Learning (MEL) Manager

Other Information: Must have criminal background check before joining the organisation

Please apply at: <https://www.childfund.org.vn/working-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Vietnam is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began working in Vietnam in 1995 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where most people are from ethnic minority groups; often the most vulnerable or marginalised sections of the population.

ChildFund Vietnam’s projects focus on child rights and child protection, education, health, and wellbeing for children. ChildFund Vietnam also prioritises building the resilience of young people, by giving them the opportunity to take part in sports, life skills learning, and supporting their participation in local decision-making processes.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

You will be eligible to salary packaging. We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to twelve (12) paid annual leave for a full year (12 months). You are also entitled to personal/carer’s leave, paid parental leave, wedding leave, school leave, child sick leave, study leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangement. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Health Care Insurance program

We provide 24-hour coverage for Comprehensive Health Care insurance for all ChildFund Vietnam staff, including In-patient (Hospital & Surgical Insurance), Personal Accident Insurance.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

Internal Social Welfare

ChildFund aims at creating a working environment and organisational culture where staff feels valued and cared for. We offer a comprehensive program of internal welfare activities, including monthly birthday celebrations, gifts for weddings and new born babies and quarterly team building activities (“Good Friday”).

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Vietnam
you will be
contributing to every
child being able to
play, learn, and grow.**