

Program Coordinator

Operation Smile Vietnam is looking for qualified and self-motivated candidates for the position of Program Coordinator in HCM Office. Incumbent will be offered a competitive package, very good working environment and the chance to be a part of a great team that brings a better life and hope to many disadvantaged children in Vietnam.

Requirements:

- University (BA/BS) Graduate
- 1-2 years working experience of working in foreign organization(s)/corporation(s)
- Excellent leadership, management, interpersonal/social and communication skills and multi-cultural understanding and sensitivity.
- Ability to travel both locally and internationally
- Willing to learn, mature and able to work under pressure
- Exceptional time management skills and problem solving are a must
- Team spirit, flexibility, commitment, initiative and creativity to further develop the activities

Interested candidates are invited to send application letter with most recent picture and resume to:

Mr. Nguyen Viet Phuong – Chief Representative in Vietnam

Email: vnguyen@operationsmile.org

And:

Ms Vu Thi Cam Nhung - Senior Operation Officer

Email: nhung@operationsmile.org.

Operation Smile Inc. in Vietnam

4th Floor, 16 Ngo Quyen, Hanoi

Closing date of receiving applications: 5th October, 2015

We regret that we can not return the application dossiers to un-selected candidates and will only inform the short-listed candidates for interview.

About Operation Smile

Operation Smile, headquartered in Norfolk, Virginia, was founded in 1982 by Dr. William P. Magee Jr., a plastic surgeon, and his wife, Kathleen S. Magee, a nurse and clinical social worker. Today, Operation Smile is an international medical charity whose global network of thousands of credentialed medical volunteers from more than 80 countries is dedicated to helping improve the health and lives of children from more than 60 countries. We've provided more than 220,000 free surgical procedures for children and young adults born with cleft lip, cleft palate and other facial deformities.

For further information, please visit our website www.operationsmile.org