

**Operation Smile, Inc. in Vietnam  
Job Description**

**TITLE:** Programs Intern  
**DEPARTMENT:** OSV Program  
**REPORTS TO:** Head of Program Department

**GENERAL SUMMARY OF DUTIES:**

This position will assist program officers and coordinators in coordinating on-going activities of all local and international mission activities and programs within Vietnam.

The Incumbent is responsible for activities pertaining to the operations, logistics of planning and executing the missions conducted in the country include all pre-post, before, during, after and follow up.

The position is required frequent travel within Vietnam.

**ESSENTIAL FUNCTIONS:**

**Missions**

- Assist in-country mission coordinators regarding responsibilities for before, during and after mission logistics.
- Assist in preparation of respective programmatic reports to include but not limited to mission and education programs as well as the creation and management of the programs/missions associated budget.
- Work together with the program officers and coordinators on the development of local mission plans, team comp and provide necessary and prompt mission information to team members.
- Assist coordinators in maintaining fluid communication with mission sites and partner hospitals during missions
- Help on the creation and establishment of patient follow-up program and POP for mission sites.
- Assist the Regional Medical Record Coordinator to build up the medical records system in a well manner and, if possible, integrate it with the Regional Electronic Medical Records (EMR)
- Assist in the inventory for medical supplies and equipment maintenance.
- Assist in ensuring that patient standards of care are adhered to and are in accordance with the policies and guidelines set forth by Operation Smile, Inc. and the Regional Office.
- Prepare pre-post and follow up mission reports if required

**Non- Medical Volunteers**

- Assist the foundation in establishing non medical volunteers committee and strengthen it.
- Promote and recruit non-medical volunteers as necessary.

**Medical Volunteers:**

- Assist the Credentialing Coordinator to maintain the medical volunteer database.

**Other:**

- Assist and support other departments, undertake other tasks as and when required by supervisor/manager.

**REQUIREMENTS:**

- Just graduated or going to graduate in the next 6 months.
- Good verbal and written communication skills in both English and Vietnamese.
- Ability to work well independently and in a team.
- Ability to travel both locally and internationally.
- Ability to manage multiple tasks delivering timely, accurate results.
- Pro-active and confident to ask question, advice and for clarification.
- Has a desire to learn, to explore and to enthusiastically dedicate.
- Can invest time and effort to OSV's activities.

