

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

JOB TITLE: Project Intern	
TEAM/PROGRAMME: Health Project	LOCATION: Hochiminh City
GRADE: n/a	
CHILD SAFEGUARDING: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people	
ROLE PURPOSE: The intern's role is to support the implementation of the AP funded "Household to hospital Continuum of Maternal and New born Care in Vietnam" (HHCC) project in both administrative and logistics work and field implementation in Ca Mau.	
SCOPE OF ROLE: Reports to: AP 3 Project Manager Dimensions: None Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY: <ul style="list-style-type: none"> Provide draft translation (oral and written) to project managers in preparation for project materials (proposal, report, information packages...) Help the assistant to follow-up with consultants in making payment (seeking conformation with consultant in terms of timesheet, invoices, bank account...) Maintain correspondence and hard-copy filing systems for project under the supervision of project assistant Support project assistant in preparing logistics issues for training or workshop in Hanoi office (photo material, prepare material folders, contact guest...) Follow-up with other department in the office on simple administrative issues Provide meeting minutes for team meetings Seeking primary information required by project team Taking part in relevant project events (internal training, project meetings, workshops, etc.) Support for documentation of programme/ projects experiences, documentation good practices Responsible for note taking and/or stand in for program officers when they are not available Other tasks as assigned by the supervisor. 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding Ambition: <ul style="list-style-type: none"> Sets ambitious and challenging goals for self and team, takes responsibility for own personal 	

DATE _____

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development and encourages team to do the same

- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

QUALIFICATIONS AND EXPERIENCE

Essential

- University degree
- Fluent in English and Vietnamese
- Experience in translation and interpretation from Vietnamese to English and vice versa
- Good organization and communication skills
- Willing to travel to project sites
- Good computer skills
- Basic knowledge of development work.

Desirable

- Ability to work in a team-orientated, consultative manner.
- Working experience of Admin/ Logistics of health programs is preferred

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Additional job responsibilities

The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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