

# Internship at GNI

Good Neighbors is an international, non-profit humanitarian organization that plans, implements and raises funds for the provision of services in child education, community development, health, sanitation, and disaster relief projects. Currently Good Neighbors has been operating in 30 countries, supporting approximately 16.8 million people, including 9.6 million children.

Good Neighbors International in Vietnam (GNI) is implementing Community Development Projects (CDP) based on child sponsorship in 3 provinces; Tuyen Quang, Hoa Binh, and Thanh Hoa. GNI is working in main areas such as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing 9,555 sponsored children.

Vacancy: Intern

Department: Sponsorship services Division

Location: Hanoi

## 1. MAIN DUTIES

- Support the preparation for meetings, workshops and training courses, including preparation of related documents and logistic arrangements, taking notes and preparing minutes etc
- Maintain and update filing system in office and records on activities for monitoring and evaluation purposes
- Accompany monitoring and assist the project manager/officer in the writing of project documentation
- Assist in preparing correspondences ensuring the right format, attachments and addresses for sending out to external audiences.
- Support the implementation of Child Management annual activities such as Annual Progress Report, Annual Child Letter
- Perform translation or interpretation as necessary
- Provide other support as required

## 2. KEY COMPETENCIES

### Essential

- College/University graduates (final-year student, new graduate student are also preferred)
- Good in English and Vietnamese
- Good computer skills

## 3. HOW TO APPLY

Please send your CV & letter of interest to: [recruitment@gni.org.vn](mailto:recruitment@gni.org.vn)

The closing date for application is 5 pm on March 15, 2016. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

**Job Details**

Organisation Name: Good Neighbors in Vietnam (GNV)

Location: Hanoi

Application Deadline: 31/03/2016