

Admin Volunteer

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 over 9,600 sponsored children.

Job title: Admin Volunteer

Effective date: June 2016

Department: Admin – Finance Division

Location: Hanoi

Reports to: AD-HR Team Leader

1. KEY WORKING RELATIONSHIPS

Internal: Country Director, Managing Director, OD Manager/Officer, SSD Manager/Officer, AD Manager/Officer, FD Manager/Officer, PM, Project Officers

External: Partners, INGOs, Communities

2. MAIN DUTIES

- Translate Admin- Finance Division 's documents (proposals, reports, articles of GNV's website, minutes of meetings...) into English and vice versa;
- Assist to prepare for trainings or workshops whenever required;
- Support other office works assigned by Admin- Finance Division Manager and Team Leader.

3. QUALIFICATIONS REQUIRED

Education

- A bachelor's degree of English Language

Work experience

- Experience in relevant working experience, students of senior year or graduated will be preferred;
- INGO working experience is preferable.

Skills

- Fluent in four English skills (listening, reading, speaking and writing);
- Be good at organizing, team work and interpersonal skills;

- Own good computer skills including MS Office package (Word, Excel, PowerPoint).

Attitude

- Sociable, responsive, committed working with GNI at least 6 months
- Accountable

Time:

- Three days per week
- The official hour of GNV: morning: 08h30 – 12h00, afternoon: 13h30 – 17h00

4. HOW TO APPLY

Interested candidates are invited to send their application (including a letter of motivation and a CV) to Human Resource Division via the email address recruitment@gni.org.vn or to the Head Office address: Good Neighbors International in Vietnam, 17th Floor, Block A, Song Da Building, My Dinh I, Nam Tu Liem, Hanoi no later than 15th June 2016. We are very sorry that only short-listed candidates will be contacted for interviews.