

Internship at Operation Smile

ABOUT OPERATION SMILE INC. IN VIETNAM

Operation Smile Vietnam is part of a global alliance of Operation Smile Foundations and Resource Chapters dedicated to providing free treatment to children and adults suffering from cleft lips, cleft palates and other facial deformities. Besides, we also conduct Dental missions, Cranio facial, and micro surgeries with thousands of children receive new smile each year. For more than 25 years representing in Vietnam, Operation Smile has been bringing hope to desperate Vietnamese children and their families, we are changing lives one smile at a time.

Operation Smile Vietnam is continuing its Internship Program for our new fiscal year 2016-2017 starting this July 2016. We are looking for qualified and self-motivated Vietnamese candidates for our department to offer our job training program and to bring you an experience of a real working environment with chances to be a part of a great team that brings a better life and hope to many disadvantaged children in Vietnam.

POSITION: 01 Intern - Development Department - Office in Hanoi (Job Description attached)

BEING TRAINED & REPORT TO: Head of Departments

WORKING HOURS: Fulltime with allowance for your office lunch & ground transportation to/from office, Monday – Friday at 8:30AM – 5:30PM

REQUIREMENT:

- Just graduated from College/University or being graduated within 6 months at relevant major that can explain how you fit to the position;
- Knowledge in photograph & designing is a plus
- Knowledge in project implementation, soft skills in photographing, designing, event organizing are advantage;
- Proficiency in English and Vietnamese (both oral and written).
- Proactive, responsible and details oriented
- Strong ability to work as a part of a team
- Strong communication and interpersonal skills
- Constructive mindset
- Vietnamese citizen.

HOW TO APPLY: Please study about our organization, its missions & programs through website <http://www.operationsmile.org/> then send us your letter of interest and most updated CV to email address:

Ms. Vu Cam Nhung: nhung@operationsmile.org

APPLICATION DEADLINE: 4:00 PM - 21 August, 2016

Please also note that we shall only inform the short-listed candidates for interview, technical writing test. Thank you for your understanding!