

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

TITLE: Project Intern	
TEAM/PROGRAMME: Child Poverty – Citi phase 8	LOCATION: Can Tho
GRADE:	CONTRACT LENGTH: 10 months (Nov 2016 – Aug 2017)
<p>CHILD SAFEGUARDING: Level 3: the role holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: This position works under the guidance and supervision of Project Officer/Project Manager assist the project team in the overall field management of project activities and monitoring effective implementation of a group of projects.</p>	
<p>SCOPE OF ROLE: Reports to: Project Officer in Southern Office. Dimensions: None Number of direct reports: None</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Program Planning and Implementation</p> <ul style="list-style-type: none"> • Assist the partner to organize and facilitate activities in the partnership agreement; • Conduct regular M&E visits to project site to ensure the quality of project implementation. • Provide technical support to Core Teachers in conducting and ensuring the quality of Employability skills and Financial Education courses. • Support PO to conduct baseline, end-line survey • Support for data collection and inputs to project monthly reporting/plan; • Coordinate all logistical issues for visits, project activities and other related tasks; • Ensure effective communication in order that the partner is well informed of project objectives and activities. <p>Program administration</p> <ul style="list-style-type: none"> • Assist the project team to arrange project meetings and events, workshop logistics, in collaboration with project staff and admin/logistics staff – includes printing, accommodation, allowances, food, presenter issues, travel etc. • Support the Project teams to schedule activities, meetings and workshops organized in project locations; • Assist with printing, photocopying, scanning, filing. 	
<p>BEHAVIOURS (Values in Practice)</p> <p>Accountability:</p> <ul style="list-style-type: none"> • Hold self-accountable for making decisions, managing resources efficiently, achieving Save the Children values • Hold 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. <p>Ambition:</p> <ul style="list-style-type: none"> • Set ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same <p>Collaboration:</p>	

DATE _____

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- Builds and maintains effective relationships, with their team, colleagues, and external partners.
- 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.

QUALIFICATIONS AND EXPERIENCE

Essential

- University or College degree.
- Have at least 2 year experience working in the social activities, development areas, Youth Union or Student Union's activities.
- Preferable if having experiences working in Financial Education and/or Employability area.
- Dynamic, proactive and willing to learn and deal with multiple tasks.
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- Fundamental English speaking and writing skills.
- Preferable if having experience working with school management and other departments.
- Good at event organizing skill, soft skill, employability and personal financial management skills.

Desirable

- Have a very high level of personal and professional integrity and trustworthiness;
- Be both self-confident and humble.

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