

**SAVE THE CHILDREN
INTERNATIONAL PROGRAMS
ROLE PROFILE**

TITLE: Project Intern	
TEAM/PROGRAMME: Child Poverty – Citi phase 8	LOCATION: Hai Phong
GRADE:	CONTRACT LENGTH: 08 months (December 2016 – July 2017)
CHILD SAFEGUARDING: Level 3: the role holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> 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.	
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.	
SCOPE OF ROLE: Reports to: Project Officer in Southern Office. Dimensions: None Number of direct reports: None	
KEY AREAS OF ACCOUNTABILITY: Program Planning and Implementation <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. Program administration <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. 	
BEHAVIOURS (Values in Practice) Accountability: <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. Ambition: <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 Collaboration:	

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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.
- 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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DATE