

Intern- Data and Services Team

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 37 countries, supporting approximately 17 million people, including about 10 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 as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing about 10,000 sponsored children.

Job title: Intern- Data and Services Team (DS)

Effective date: May 2017

Department: Sponsorship Services Division (SSD)

Location: Head Office, Hanoi

Reports to: DS Team leader/Officer, SSD Manager

Type of contract: Short-term/ Temporary

1. KEY WORKING RELATIONSHIPS

Internal: Country Director, Managing Director, SSD Manager/Officers, Admin-Finance Manager/Officers, Project Manager, Field Officers

External: Partners, INGOs, Communities

2. 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.
- Support the implementation of Child Management annual activities such as Annual Progress Report, New child, Case management, Annual Child Letter, Gift Money and Letter

- 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
- Perform translation or interpretation as necessary
- Provide other support as required.

3. QUALIFICATIONS REQUIRED

- Education
 - College/University degree in relevant field of recruitment position (major in Socio-science or foreign language)
 - Final-year student, new graduate student are also preferred.
- Work experience
 - Experience in relevant working experience, students of senior year or graduated will be preferred;
 - INGO working experience is preferable
- Skills
 - Competent English skills
 - Good computer skills
 - Good organization and communication skills
- Attitude
 - Sociable, responsive, committed working with GNI at least 8 months.
 - Reliable & self-initiative
 - Teamwork

- Interested in Development Work.
- Nationality: Vietnamese

4. HOW TO APPLY

Interested candidates are invited to send their application (including a letter of motivation and a CV with a portrait photo attached) 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 19th May 2017. We are very sorry that only short-listed candidates will be contacted for interviews.