POSITION DESCRIPTION

Position Title:	**Program Intern (PI)**
Department:	Program
Location:	ChildFund Vietnam – Hanoi Office
Reports to:	Grants and Project Development Coordinator
Employment status:	Full-time

ORGANISATIONAL CONTEXT

ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in Viet Nam, Papua New Guinea (PNG), Cambodia, Laos, and Myanmar, and works in conjunction with the ChildFund Alliance global partnership to deliver programs in countries throughout Asia, Africa and the Americas.

Programs are funded by sponsorship contributions, grants, donations and other revenue. ChildFund Australia has an extensive child sponsorship program with more than 55,000 children in 24 countries sponsored by Australians.

ChildFund Australia's goals are to deliver quality development programs that are respectful, responsive and effective.

ChildFund Vietnam is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in the developing world.

ChildFund began working in Vietnam in 1995 and operates community development programs in the areas of education, water and sanitation, sustainable livelihoods, food security, child rights and child protection and maternal and child health, including HIV prevention.

ChildFund's programs are being implemented across the northern provinces of Bac Kan, Cao Bang and Hoa Binh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalised sections of the population.

JOB PURPOSE & REPORTING STRUCTURE

The PI reports to the Grants and Project Development Coordinator.

The PI works closely with Program team in Hanoi and the local administrative staff, Provincial Managers, Program Officers and Provincial Interns in Area Development Offices.

POSITION SUMMARY

The PI is responsible for assisting the Program team in Hanoi office, including Technical Specialists, Grants and Project Development Coordinator and Program Manager, in maintaining the smooth operation of all aspects of ChildFund's Program activities in Vietnam, to ensure that our Program activities are of a consistently high quality and contributes to ChildFund's vision of improving the wellbeing of children and reducing poverty.

KEY AREAS OF RESPONSIBILITY

Assistance to Program team in:

1. **Program Technical jobs**
   - Participate in technical survey, assessment, study and workshops following the specific tasks allocated by line managers;
   - Participate in the development of IEC materials and/or training kits following the line managers' instruction;Participate in developing initiative project ideas, issue-based position papers, case studies , and program work documentation;
   - Work closely with program officers to support project development and management activities as assigned by Program team in Hanoi office;
   - Provide support in communication with consultants for development and liquidation of consultancy service contract, following the line manager's instructions;
   - Provide support in data collection and process for proposal development and reporting to donors;
   - Provide support in proposal and report preparation to donors, Sydney's head office and others;
   - Participate in fundraising campaigns and events;
   - Organise donors' visits, program's international visits and events for donors;
   - Other jobs assigned by the line manager.

2. **Support to Program General Activities**
   - Support the organisation of Program–wide activities including annual program meetings, researches, training courses, study visits;
   - Provide support in preparing, developing and translating program documents, ChildFund Australia's documents;
   - Provide support in the organisation of sporadic activities and events of the Program.

3. **Other tasks**
   - Prepare letters to project partners and related stakeholders;
   - Manage the filing system both in soft and hard copies;
   - Prepare documents for payment and acquittal excluding the payment for the field monitoring visit of specialists;
   - Provide translation if needed;
   - Process car and hotel booking for field visits for managers, consultants and donors;
   - Prepare logistics for workshops organised outside of project provinces;
   - Fax, scan, photocopy and send letters to Program Officers and partners.

4. **Organisational Development**
   - Actively contribute to the development and promotion of ChildFund values culture and learning approach;

- Contribute to the effective environment of team working of the office as well as of whole organization.

5. Relationship Building & Representation

- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs, government agencies and academic institutions in Vietnam and internationally.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission: demonstrates a strong belief in ChildFund Australia's core purpose, and reflects the values of the organisation in daily activities and behaviours;
- Teamwork: the ability to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member;
- Communication: the ability to communicate clearly and persuasively verbally and in writing;
- Accountability and integrity: our obligation as individuals to account for our activities, to accept responsibility for them, and to disclose the results in a transparent manner; and
- Adaptability and flexibility: the ability to meet changing conditions and respond to new organisational requirements, with flexibility and resilience.

Functional Competencies: Technical

- Understanding of basic office and information systems;
- Knowledge about development is preferable;
- Ability to undertake detailed activities with a high level of accuracy;
- Creative, forward thinker, hard-working, well-organised and excellent team player;
- Good communications skills, both in written and verbal form;
- Good time management with ability to work to deadlines in well-organised and systematic manner, able to manage multiple priorities;
- Good written and spoken English and Vietnamese;
- Good computer literacy and experience with computerised information (including spreadsheets, databases), familiar with software packages under Windows and E-mail.

Qualification & Experiences

- University qualification in Social Development or in a relevant field;
- Experience working with international company/organisation would be an advantage.

WORKING CONDITIONS & OTHER ESSENTIAL REQUIREMENTS

- This is a full-time position based in Hanoi with occasional travel to ChildFund's project areas;
- Adherence to written confidentiality policy/agreement is required;
- The successful candidate will be offered a one-year contract. Salary will be set in accordance with ChildFund's salary scale;
- Appointment to this position is dependent upon successful completion of a Police Check and signing of ChildFund's Child Safeguarding policy and procedure Code of conduct;
- Commitment and adherence to ChildFund policies and procedures is required;

- Other working conditions and benefits are outlined in ChildFund's HR, PDP and Operations Manuals.

STANDARD WORKPLACE HEALTH AND SAFETY (OHS) RESPONSIBILITIES

- Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

ChildFund is an equal opportunities employer

People with disabilities are encouraged to apply for the position through ChildFund's competitive hiring process.

Approval by: ..... Date**:**.....
Name:
Job title: Country Director
ChildFund Australia Representative Office in Vietnam

Acceptance

I, ……., would like to confirm that I have read, understand and accept this position description.

Signature: ..... **Date:** .....