

ABOUT VOLUNTEER PROGRAM

The Volunteer Program at CARE in Vietnam (CVN) is designed for young national talents who desire to pave their career path with interest in development work, in the hope that their contribution to CVN would promote not only the growth of their knowledge and skills but the development of their career as well.

In companionship with CVN, volunteers can expect to (i) Gain insight into the development and humanitarian sector with a strong focus on gender equality (see About CARE), (ii) Build up professional life with first-hand experiences in a diverse working environment; and (iii) Challenge and develop behaviour competences in a dynamic international organization.

To that end, volunteers are at the heart of the program, with a support structure that enables them to seek mentorship and collaboration within and beyond the organization. This structure will involve various mentors who could be supervisors, colleagues, and peers to provide on-the-job guidance, educational opportunities, and peer-learning experiences.

As the Volunteer Program is aligned with CVNs Volunteer and Intern Policy and Guidelines, a monthly allowance and Accident and Health package will be provided. For specific tasks that require travel out of their work base, work-related expenses will be covered in accordance with CVN's cost norm.

PURPOSE OF THE POSITION

As an Administrative and Finance Volunteer, you will play a crucial role in supporting the smooth and efficient operation of our organization. You will work closely with the Finance and Administration team to ensure that all administrative and financial tasks are completed accurately and in a timely manner.

MAIN RESPONSIBILITIES

FRONT DESK (RECEPTION)

- Answer phones in a timely and professional manner and accurately transfer calls to appropriate extensions for the staff concerned.
- Ensure accurate message-taking for staff who are not available.
- Distribute and record, filling incoming and outgoing mails.
- Greet guests in a professional manner, direct them to their destination, and
- Attend to front desk general queries and ensure the reception area is clean and tidy daily.

GENERAL ADMINISTRATION AND LOGISTIC SUPPORT

- Provide logistic arrangements for workshops/trainings/meetings.
- Manage the internal meeting room reservation.
- Regularly check office stationery, cartridge, utilities to prepare order request accordingly.
- Collect supporting documents for office service payments.
- Other tasks as assigned.

FINANCE SUPPORT

- Print out and filling finance document
- Split Vietcombank (VCB) advice and save to folder.
- Stamp paid for vouchers
- Arrange the Partners 's Finance document and send out for scanning
- Support on finding Finance document for audit
- Support on annual asset physical count
- Support on verifying finance document
- Support on partner finance management
- Support on prepare supporting document for reimbursement
- Other tasks as assigned

The main responsibilities above are not exhaustive, and volunteer(s) are encouraged to take on additional duties beyond their scope of work.

COMMON ACCOUNTABILITIES FOR VOLUNTEER AND INTERN

- Promote and hold accountability for your behavior in relation to CVN's core values of Courage, Ambition, Respect, and Equality when working with communities, donors, supporters, partners, and colleagues;

- Promote a safe and secure work environment, foster safety and security awareness, and ensure compliance with safety and security policies and procedures.
- Uphold and promote CARE's commitment to Child Protection and Protection from Sexual Exploitation and Abuse;
- Demonstrate an ongoing commitment to gender equality, diversity, and child protection.
- Comply with CVN's financial and operational requirements, foster strong communication between operations and programme teams, and uphold high standards of honesty and integrity in personal conduct.

SELECTION CRITERIA

- A high sense of purpose and an eagerness to learn about CARE, gender equality, women's empowerment, and protection from sexual exploitation and abuse.
- Experiences in community services, volunteerism, and development work are an advantage;
- Ability to take direction and follow standard policies, procedures, and processes;
- Positive working attitude, close attention to details, and good task management;
- Good verbal and written Vietnamese and English.
- Intermediate knowledge in Microsoft Office and numeric skills.

Why you should apply:

- Ongoing professional and personal development
- A dynamic and innovative environment
- Supportive teams

Application deadline: Open until the post is filled

Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please click the Apply button and complete the online application form linked to the vacancy on our careers page <https://www.careers-page.com/care-vietnam>. Please ensure you attach your CV and cover letter in English language before submitting.

ABOUT CARE

CARE in Vietnam has actively collaborated with various Vietnamese organizations and counterparts in the past 30 years in more than 300 projects. We realize that the keys to equal development achievements are interventions to address deeply rooted, underlying structural causes of poverty, social injustice, and gender inequality, which contribute to the exclusion and vulnerability of particular groups in society. In the long term, we work with partners to support marginalised women, ethnic minorities, and those engaged in green enterprises or supply chains, have enhanced resilience and adaptive capacities to the effects of climate change, alongside the power, capability, and confidence to make and influence economic decisions, ensuring gender-just and equitable.

For more information about the organisation, please visit www.care.org.vn

"CARE in Vietnam (CVN) participates in the Steering Committee for Humanitarian Response's Misconduct Disclosure Scheme. CVN reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer. By submitting the application, the job applicant confirms that s/he has no objection to CVN requesting the information specified above."

CARE is an equal-opportunity employer committed to a diverse workforce. Women, ethnic minorities, and people with disabilities are strongly encouraged to apply.