



Terms of Reference

Title:	Volunteer for CARE Vietnam
Location:	Hanoi
Duration:	6 months with possible extension

About CARE International

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

About CARE in Vietnam

CARE International in Vietnam is a creative and dynamic organisation which has worked with Vietnamese partner organizations over the past 25 years in over 200 projects. CARE in Vietnam recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural underlying causes of poverty and social and gender injustice which contribute to exclusion and vulnerability of particular groups in society. CARE in Vietnam's long term program goals are that Remote Ethnic Minority Women (REMW) participate equitably in the economy and have a legitimate and respected voice, and that Socially Marginalised People (SMP) equitably benefit from development, are resilient to changing circumstances and have a legitimate voice.

CARE in Vietnam works to empower women and their communities by strengthening and building individual, organisational and institutional capacities; by building partnerships (civil society, government, and private sector) to facilitate long term sustainable change; by integrating climate change adaptation and disaster risk reduction as key components of our programs; and by supporting policy development and implementation through policy dialogue and advocacy. Impact measurement, documentation of sound evidence and accountability to all stakeholders plays a significant role in innovation as well as knowledge management and learning.

Purpose

The Volunteer will join CARE in Vietnam to support in filling documents, translation & interpretation in workshops/field trips, logistic assistance & film/video clip production for projects.

Key Tasks

- Logistic assistance for projects
- Interpreter in workshops/field trips and translate documents of projects
- Assist in finding information for CARE International in Vietnam's social media campaigns.
- Support the organization of communications events, both external and internal.
- Support the content management and publishing on CARE in Vietnam's website.

- Assist to design and format project documents and communication materials.
- Assist in making photos at events and during field visits.
- Potential opportunities to produce short clips on social issues.

Benefits

- Work as part of a professional team, including both national and international staff.
- Learn and improve skills in communications and international development.
- Learn best practices for using social media effectively.
- Learn about modern issues in the development field.
- Travel to different provinces in Vietnam.

Selection Criteria

- Vietnamese citizen.
- Final-year university students or recent graduates are preferred.
- Skills to produce video clips/films and familiarity with administrating Facebook fanpage are desirable.
- Good organizational and communications skills.
- Ability to work independently or effectively as a team member.
- Very good command of English, including interpretation and translation from Vietnamese to English and vice versa.
- Good computer skills (Windows, MS Word, MS Excel).
- Careful & detailed person
- Some knowledge of development work, but not essential.