

Part-time Admin Volunteers

Good Neighbors International 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 30 countries, supporting approximately 16.8 million people, including 9.6 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 such as child sponsorship and education, water and sanitation, income generation, etc. in 9 CDPs and is managing around 10,000 sponsored children.

Vacancy: Part-time volunteers
Department: Admin-HR Team
Location: 17th Floor, Block A, Song Da Building, My Dinh 1, Nam Tu Liem, Hanoi
Starting Time: 5th Sep., 2016

1. MAIN DUTIES

- Translate project documents from English to Vietnamese and vice versa
- Involve and support relevant AD activities: organizing a workshop, planning activities, etc.
- Take other relevant duties which may arise during working time.

2. KEY COMPETENCIES

Essential

- University graduates/undergraduates (fourth-year student)
- Good English & Vietnamese
- Good computer skills

3. ALLOWANCE: Travel Allowance

4. HOW TO APPLY

Please send your CV & letter of interest to: quynhluyen.nguyen@gni.org.vn

The closing date for application is 20th Aug.,2016. Applications will be treated in confidence. Due to the volume of applications we receive, only short-listed candidates will be contacted and CVs cannot be returned.

