

Child Sponsorship Field Intern (2 positions)

Save the Children's vision is a world in which every child attains the right to survival, protection, development and participation. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children started our work in Vietnam in 1990, and implements programs in the key thematic areas: Education, Health and Nutrition, Child Protection, Child Rights and Governance, Child Poverty, Disaster Risk Reduction (DRR) and Emergency Response. At present, Vietnam Country Office has programs in 20 out of 63 provinces in Vietnam.

Save the Children in Vietnam continues to develop innovative programming that reflects the overall strategic goal of measurably improving the survival, health, protection and development of Vietnam's poorest children by strengthening the capacity of women and children, caring adults, communities and partner organizations.

We are looking for **TWO** Vietnamese nationals for:

Vacancy: Child Sponsorship Field Intern

Based in **Lao Cai**

Main Responsibilities: Provide support in sponsorship operations and program implementation in the impact area. Specifically, this position holder will be in charge of ensuring that child correspondence is authentic, appropriate and high-quality and is collected in a given deadline.

Key Competencies:

Essential

- University degree
- Fluent in English and Vietnamese
- Experience in working with children
- Good communication and organization skills and ability to complete a wide variety of tasks
- Good computer skills including MS Office, Excel, PowerPoint
- Willing to learn and travel to project sites
- Positive attitude to team work
- Basic knowledge of development work

Preferable:

- Good at taking photos

Please send CV and a completed application form, contact of three referees and a covering letter in English addressing the list of competencies to: **4th Floor, Machinco Building, No. 444 Hoang Hoa Tham street, Tay Ho District Hanoi** or by Email: Vietnam.HR@savethechildren.org
Please see SC's [application form](#) and full [job description](#) attached (attach files here)

The closing date for application is **5 pm on 15th October 2017**. 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.

Save the Children is an equal opportunities employer. Our selection processes reflect our commitment to the protection of children from abuse, and our people are as diverse as the

challenge we face. We welcome applications from all qualified candidates, regardless of age, disability, HIV/AIDS status, race, national origin, religion, or sexual orientation.