

ABOUT VOLUNTEER/INTERNSHIP PROGRAM

The Volunteer/Intern Program at CARE in Vietnam (CVN) is designed for young national talents who desire to pave their career path with an interest in development work, in the hope that their contribution to CVN would promote not only growth of their knowledge and skills but 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/Intern Program is aligned with CVN's Volunteer and Intern Policy and Guidelines, a monthly allowance along with an 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.

SCOPE OF INTER WORK FOR INTERNS/VOLUNTEER

The Program Volunteer/Intern will receive on-the-job training, primarily in providing administrative and logistical support. Additionally, they may engage in technical areas of project implementation at CARE Viet Nam, depending on their interests and alignment with personal development goals. This role will be carried out under close mentorship from the program team.

MAIN LEARNING OPPORTUNITIES AND RESPONSIBILITIES FOR VOLUNTEER/INTERN FINANCE SUPPORT

- Support on pay cycle and bank batch upload
- Split Vietcombank (VCB) advice and save to folder.
- Stamp paid for vouchers
- Support on verifying finance document
- Support on partner finance management
- Support on PIT declaration
- Support on finding Finance document for audit
- Support on annual asset physical count
- Other tasks as assigned

Volunteers/Interns are encouraged to take on additional responsibilities beyond their core duties, where relevant and appropriate to their skills and interests.

COMMON ACCOUNTABILITIES FOR VOLUNTEERS AND INTERNS (5%)

- Uphold ethical standards, CARE's Safeguarding Policy and Codes of conduct;
- Understand of responsibilities with the CI Safeguarding Policy commitments, including signing of the Safeguarding Policy and Code of Conduct, and completing induction and refresher trainings;
- Promote equal rights and challenging discriminatory norms to achieve social justice;
- Foster an inclusive workplace respecting diverse gender identities, abilities, backgrounds, and experiences through dialogue, training, and diversity initiatives.
- adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate

risks through awareness, reporting, and policy enforcement.

SELECTION CRITERIA

- Strong sense of purpose and eagerness to learn about CARE's work, gender equality, women's empowerment, and protection from sexual exploitation and abuse.
- Ability to follow directions and adhere to standard policies and procedures.
- Positive working attitude, attention to detail, and effective task management.
- Proficiency in both written and spoken Vietnamese and English.
- Intermediate skills in Microsoft Office and basic numerical competency.
- Experience in community service, volunteerism, or development work is an advantage.

Why you should apply:

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

Application deadline: 15 April 2026

RECRUITMENT PROCESS

Interested?

We invite **Vietnamese candidates** to submit expressions of interest to join our team. Please email a letter of interest and CV in English language to vnjobs@care.org by **15 April 2026**. As part of our application process, we kindly ask that you include the following in the subject line of your application email: **Finance Volunteer Application - [Your Full Name]**.

Since 1989, CARE in Vietnam has partnered with a wide range of organizations to implement over 300 impactful projects across the country. We believe that true sustainable development can only be achieved by addressing the root causes of poverty, social injustice, and inequality. In collaboration with our partners, we are committed to empowering women and their communities—whether smallholder farmers, workers, or owners of micro and small enterprises—by enhancing their skills, confidence, and capacity to engage in economic development, adapt to climate change, and strengthen their resilience to natural or major disasters. Together, we aim to foster a society where development is inclusive, equitable, and accessible to all.

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.