



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 competencies 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.

LEARNING SCOPE AND OPPORTUNITIES

During the internship, volunteer will receive on-the-job training, primarily in organization's procurement activities. Collaborating closely with the Procurement team, you will help maintain accuracy, timeliness, and compliance in all procurement-related processes.

Vendor Management:

- Prepare Vendor Setup forms and follow up on Questionnaire forms and legal business documents from vendors.
- Setup Vendor in PSOFT system

Quotation & Contracting:

- Request and receive quotations from vendors.
- Record SBA and draft Selection Memos.
- Prepare contracts for vendors & create Purchase Order in PSOFT

Payment Processing:

- Follow up on goods delivery to ensure timeliness and accuracy.
- Process payments for vendors, including GRN, PV, invoices, and evaluation forms.
- Maintain proper documentation and filing of procurement records.

COMMON ACCOUNTABILITIES FOR VOLUNTEERS AND INTERNS

- 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.

LEARNING OPPORTUNITIES

After the engagement with CVN, the volunteer is expected to:

- Practical knowledge of end-to-end procurement operations, including vendor onboarding, quotation sourcing, contracting, and payment workflows.
- Improved vendor communication and documentation management skills, especially in collecting required documents and ensuring compliance.
- Hands-on experience using the PSOFT system, such as vendor setup, Purchase Order creation, and supporting payment processing tasks.
- Enhanced analytical and organizational abilities through drafting Selection Memos, preparing contracts, and maintaining accurate procurement records.
- Stronger coordination, follow-up, and professional communication skills from working closely with the Procurement team and external vendors.

SUPPORT FROM CVN

During the engagement with CVN, volunteers are provided with the following:

- Stipend allowance as aligned with CVN's Volunteer and Intern Policy and Guidelines.
- Social Security Top up and accident and health insurance for the duration of engagement.
- Phone allowance.
- Travel allowance and work-related expenses when engaged to take specific tasks that require travel out of their work base in accordance with CVN's cost norm.

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.

HOW TO APPLY

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 **23 April 2026**.

As part of our application process, we kindly ask that you include the following in the subject line of your application email: **Procurement 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.

Safeguarding & Inclusion

CARE is committed to gender equality, diversity, inclusion, and safeguarding. All staff are expected to uphold CARE's Safeguarding Policy, Code of Conduct, and contribute to a safe, respectful, and inclusive working environment.

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.