

HAGAR INTERNATIONAL IN VIETNAM

Job Description

Job title	Program Intern
Duration	6 months, with possible extension
Purpose	To provide essential support to Hagar Vietnam's program team in the planning, implementation, monitoring, evaluation and reporting of activities. This position is designed to give recent graduates practical exposure to NGO program management while ensuring that Hagar's work with survivors of trafficking, violence, and abuse is delivered effectively and efficiently.
Report to	Program Manager
Work with	Program staff
Location	Hanoi, Vietnam with some field travel required.

1. Overview

Hagar is an international non-governmental organization on a mission to restore life and dignity for survivors of human trafficking, slavery and abuse. Our global programs are led by skilled local teams and implementing partners in the Asia-Pacific region.

Hagar International in Vietnam established its representative office in Hanoi in 2009. We provide a range of support services for individuals affected by human trafficking, violence, and abuse, tailored to their needs and grounded in a trauma-sensitive approach to healing and recovery. In addition to offering comprehensive support to individuals, Hagar implements community projects to replicate its support model, strengthen the capacity of local authorities and related organizations, and prevent the risks of trauma caused by violence, abuse, and human trafficking.

50 million people around the world are victims of human trafficking and modern slavery. The trauma of exploitation and abuse can have lasting and devastating impacts on survivors. Hagar's work is rooted in the belief that every individual deserves freedom, dignity and a life free of exploitation. At Hagar, we are committed to walking the whole journey of restoration alongside survivors of human trafficking, slavery and abuse. From the moment an individual enters our care, we use a trauma-informed care approach to assess their needs, provide intensive services, and rebuild trust and resilience.

Survivor Care: Hagar supports thousands of people, including youth with holistic, trauma-informed care. This includes counselling, case management, medical care, family reunification services, legal aid, livelihood, vocational training and much more. Our Survivor Care programs use a trauma-informed approach, keeping the whole person front and central and addressing each individual's unique needs. The effects of trauma often run deep. That's why Hagar provides long-term, empowering care. This commitment transforms the lives of survivors, their families, and their communities.

Prevention: We train and equip survivors, family members, community leaders and government representatives to know the signs of exploitation and stop abuse before it starts. Traffickers often target impoverished rural communities where they coerce and manipulate women and children into exploitation and abuse. By equipping local leaders, survivors, and their families with the knowledge and tools to fight exploitation, we help prevent trafficking and abuse from happening at all. We invest in economic empowerment and income generation opportunities for survivors and their families to reduce vulnerability to abuse and exploitation. Education is key to prevention. Through widespread prevention campaigns, Hagar educates vulnerable people to avoid abuse, human trafficking and exploitation.

Strengthening Systems: Hagar works with survivor leaders, local communities, and global partners to keep communities free and safe from trafficking and exploitation. Our frontline programs are led by local leaders who know their culture and context. We work with survivors to evaluate and implement best practice programs and creates pathways for survivor leadership and to influence and change policies to protect women and children.

With its trauma-informed care (TIC) approach, Hagar works intensively with individuals suffering from the trauma of human trafficking, slavery and abuse to heal trauma. At the program and project level, Hagar ensures survivors have access to high quality, culturally appropriate trauma-informed services. At the systemic level, Hagar advocates bringing an end to the practices of slavery, trafficking and abuse.

2. Our Vision

Communities free and healed from the trauma of human trafficking, slavery, and abuse.

3. Our Mission

For those affected by trauma and those who support them, Hagar is an expert in care and recovery. When healing happens, the cycle of trauma stops.

4. Our Values

Respect: We believe in the right of all people to be heard and treated with respect and dignity.

Integrity: We commit to act ethically and honestly, striving to do the right thing at all times and in all circumstances.

Compassion: We want compassion and kindness to be evident in our attitude, communication and in active, practical ways.

Excellence: We hold ourselves to high standards, listening and learning from those we support, our partners and each other, to continuously improve all that we do.

5. Major Responsibilities

The Program Intern will provide day-to-day support to Hagar Vietnam's program activities, ensuring smooth implementation and effective coordination. Key responsibilities include:

- Support program team in maintaining and updating the project filing system, monitoring, Evaluation, and Learning (MEL) data and tools, ensuring timely and accurate reporting.
- Support drafting and formatting of correspondence, reports, and presentations
- Provide admin and logistic support to program team in organizing meetings, trainings, workshops, and other related events
- Support program team in budget estimation, finance advance and liquidation requests for relevant activities
- Support in exploring relevant technical documents on website or from relevant networks under the supervision and guidance of the program staff
- Translate documents from Vietnamese to English and vice versa
- Provide interpretation during counseling sessions or meetings involving foreign staff/partners, as required.
- Support drafting social media posts about project activities to provide to the Communications Officer when needed
- Undertake additional tasks assigned, depending on program needs.

6. Starting period:

The successful candidate is expected to commence employment at the earliest opportunity, but no later than October 2025.

7. Qualifications and requirements

7.1 Education:

- Recent graduate (or final-year student) in social sciences, Development studies, public administration, international relations, Business administration, or related fields.
- Commitment to work full-time during the internship period.

7.2 Work experience:

- No prior experience required; however, experience in NGO/INGO projects or community-based initiatives will be an advantage.

7.3 Knowledge and Skills:

- Strong organizational, time-management, collaborative and team-building skills.
- Good written and verbal communication skills in both Vietnamese and English.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with data management tools is an asset.
- Ability to work independently as well as in a team.
- Maintains a high degree of professionalism
- Strong commitment to Hagar's mission and values, particularly in supporting survivors of trafficking, violence, and abuse.

8. Submission

Interested candidates are invited to submit their application to Hagar International in Vietnam via email at vietnam@hagarinternational.org. The application should include:

1. **Cover letter** (clearly stating why you are the most suitable candidate for this position)
2. **Curriculum Vitae (CV)**
3. **Expected salary**

The deadline for submission is **September 20th, 2025**. All applications will be treated with strict confidentiality. Due to the high volume of applications, only shortlisted candidates will be contacted for an interview.