

# Human Resources National Intern

Samaritan's Purse is a Christian humanitarian organization providing aid to hurting people around the world. With a sustainable history working in Vietnam, the current projects include health, education, relief, protection, water, sanitation, and hygiene projects in schools, and livelihood projects.

Samaritan's Purse Vietnam's projects are being implemented in Ha Noi, Lai Chau, Lao Cai, Vinh Long, Da Nang and Ho Chi Minh, where the majority of people are from ethnic minority groups, often the most vulnerable or marginalized sections of the population.

We are now seeking highly qualified candidate for the following position:

**Position Title:** Human Resources National Intern  
**Position Duration:** May 01, 2026 to October 31, 2026  
**Duty Station:** Hanoi city with travel to project locations  
**Reports To:** Human Resources Manager

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## **Job Summary:**

The Samaritan's Purse Vietnamese Internship Pathway Program is a prestigious opportunity young Vietnamese graduates who are passionate about serving local communities. The program provide newly graduates with opportunities to explore NGO careers, earn meaningful experience, and develop professional skills while being paid for the work performed.

The Human Resources (HR) National Intern is responsible for assisting the HR department in the Samaritan's Purse Vietnam office operations. He/She will provide support for field operations in Vietnam, especially in the area of human resources, administration and the Labor Union committee. The candidate will gain experience in a wide variety of organizational processes while having the opportunity to make a meaningful impact on disadvantaged communities.

## **Key Responsibilities:**

- **Human Resources:**
  - Support the recruitment process, including updating candidate databases, screening CVs, contacting candidates, scheduling interviews, and assisting with onboarding documentation.
  - Maintain HR records and filing systems; assist in preparing HR surveys and updating HR forms/templates.
  - Assist in reviewing monthly timesheets and monitoring leave records to ensure accuracy and timely submission.
  - Provide administrative support for HR projects as assigned.
- **Labor Union Committee:**

- Participate in the activities of the committee.
- Support internal communication and assist in organizing employee engagement activities (e.g., birthdays, holidays, team-building events).
- **Work Environment:** Nurture a positive work environment and foster a commitment to Samaritan's Purse values and ethics.
- **Team Support:** Perform additional responsibilities as needed.

#### **Professional Development Commitment**

- Complete monthly learning activities include training and seminars, job shadowing, group learning exercises with other interns, and individual learning assignments.
- Attend monthly coaching session with assigned line manager and mentor.
- Complete the assigned capstone project by the end of the internship.

#### **Education/Experience Needed:**

- Bachelor's degree in Administration, HR, Logistics, or related field from an accredited university or college in Vietnam. The applicant should have graduated within 2 years of the internship start date.
- Fluency in English. Any language test scores (TOEFL, IELTS, or others) should be included in the application submission.

#### **Skills Required:**

- Good communication skills.
- Excellent planning, time management and organizational skills.
- High level of integrity, humble team player, ability to be flexible and adapt.
- Proficient with Microsoft Outlook, Word, Excel and PowerPoint.
- Ability to travel to remote areas.

Samaritan's Purse in Vietnam is a Christian nonprofit organization. Candidates having working experience in a similar kind of organization will be an advantage. **A L R E L I E F**

Please note that Applications will be treated in confidence, only candidates invited to an interview will be contacted.

To respond to this opportunity, please send your **Cover letter, Samaritan's Purse Internship Application form** (as attached) to [hrrspvietnam@samaritan.org](mailto:hrrspvietnam@samaritan.org) referencing "HR National Intern Opportunity" in the subject title.