



ONE PLACE, ONE STORY

Title/Position: Project Intern

Worksite: Ho Chi Minh City and Soc Trang province

Working period: November 2022 – end of July 2023

ABOUT OUR ORGANISATION

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a local NGO in Vietnam. So far it has supported with more than one million underprivileged people across the whole country. LSTF mainly provides services and support at education and health sectors to people in need across 63 cities and provinces in Vietnam. You can find more information from our website: www.lawrecestingfoundation.org.

POSITION DESCRIPTION

Goals: Support project team to implement project activities under the role of logistic and itinerary organizer.

Roles and Responsibilities:

The intern will support the Program officer in terms of project, including:

- Provide supports in all project activity preparations and implementations;
- Support in organizing trips and visits;
- Conduct on-site activities;
- Other project-related work as required by supervisor.

Knowledge, Skills and Attitudes Required:

- Excellent verbal communications in English;
- Computer skills required (Microsoft, media-related);
- Adaptability & teamwork;
- Time committed;
- Ability to work under time constraints; result orientation.

Benefits of Being Volunteer:

- Engage with local people and visit different places to have a better understanding of country Vietnam;
- Strengthen soft skills and hard skills in project planning and implementation.
- Opportunity to work in NGO environment.

Time commitment:

- At least 3 days per week
- From October 2022 – end of July 2023.



HOW TO APPLY

Interested candidates are invited to send their applications (including a cover letter and CV) to LSTF supportus@lstf.org.vn, subject: “Application for One Place One Story Internship” before Oct 31st, 2022. Please note that we only accept electronic copies.

Interviews will be arranged as soon as LSTF receives qualified applications, on a first-come-first-serve basis. Only shortlisted candidates will be invited for an interview.