

LTV MANAGEMENT

Solidarités Jeunesses Vietnam's project

Project title: LTV Management

Position and title of post: Volunteers as SJ Vietnam office member support

LTV's coordinators

Project owner: Solidarités Jeunesses Vietnam (SJ Vietnam)

Location: SJ Vietnam office and projects

Duration: At least 3 months.

Participation fee: 200 EUR/month including food and basic accommodation in our LTV House in Hanoi.

1. About SJ Vietnam:

SJ Vietnam operates through a network of national non-profit organizations and partner organizations in Europe, The Middle East, Asia, Africa, South and North America, and Australia.

It organizes short and long-term international workcamps, actions of social integration, training activities, international solidarity actions and runs small Youth centers in Hanoi. SJ Vietnam is a full member of UNESCO – CCIVS and NDVA.

Through these actions, SJ Vietnam aims to promote:

- The voluntary participation of all, particularly young people and those in social disadvantaged situation, in local, national and international life.
- Local development that takes into consideration the needs of the individual, the environment and the cultural heritage into consideration.
- The break down of barriers between generations, cultures and nations.
- A concrete construction of peace.

SJ Vietnam mobilizes young people themselves to bring the values of tolerance and respects for all human beings without any political or ideological cleavage. The management of the organization and all our activities are open to all young people without any discrimination: we select our volunteers only based on their motivations. For each activity, national or international, we try to have lowest cost possible to be accessible to everybody.

Basically, the activities of the hosting projects which are organized with volunteers are work camps (renovation, masonry, carpentry, joinery, teaching, children activities, environment protection, painting, art performance, etc) and local development (short and long-term projects).

2. Role

The long-term volunteer will be a full member of the national and international SJ Vietnam organization. He/She will have to support the LTV coordinators. She/he will work in the SJ Vietnam office as a main staff member. It will not only be really interesting but also very challenging for you.

She/he will coordinate the relationships among long-term volunteers and SJ Vietnam staff to ensure a good and friendly working environment.

The volunteer will support the coordinators in their everyday work. She/ He will take part of every LTV's Department meeting (regarding the current situation, the finance...)

She/ He will support the coordinators to update and correct the infosheet, details of each project and the handbook.

She/ He will support the coordinators with EVS project: on-arrival, pre-departure training and evaluations, contact SJ Vietnam partners to start new EVS.

She/ He will update information about LTV's Department on the website

She/ He will prepare the orientation of incoming LTV's

She/ He will support the coordinators in implementing new methods (i.e: new concept for the LTV's meeting).

Moreover, she/he will take part in LTV meeting every Thursday afternoon with all the long-term volunteers about long-term projects and activities. The volunteer will help the coordinators to prepare every LTV's meeting before with the coordinators. She/ He will take part of SJV staff meeting every Friday afternoon with SJ Vietnam staff members to discuss about SJ Vietnam current situation.

3. Duties and responsibility:

Support to SJ Vietnam

- Informing the Administration Council and the staff about the actual situation of volunteers, and projects at meetings.
- Presence at meetings.
- Be ready to help co-workers in case of emergency and/or absence.
- Give full co-operation to the board.
- Give trust and confidence to co-workers

Candidate requirements

- Sent by a local voluntary organization or to be a member of a voluntary organization.
- Should be open minded and ready for action
- Excellent people management skills.
- Aware of intercultural differences.
- Able to share responsibilities with volunteers and to encourage them.
- Prompt to react to unexpected reaction.
- Able to solve intercultural and personal conflict.
- Should be ready to live with volunteers full time in basic conditions.
- A strong understanding and experience about voluntarism.
- A strong sense of commitment and dedication towards making the world a better place.
- Good personal skills.
- Excellent verbal communication skills in English.
- Well organized.
- Good sense of humour.
- Full of energy, enthusiasm.

4. Work arrangement

- This is a self-managed project of SJ Vietnam
- Working place is SJ Vietnam office and project sites in/around Hanoi and places nearby.
- It is envisioned that the volunteers would devote at least 5-8 hours/day. Working hours are flexible.
- The volunteer will receive a basic accommodation at the LTV House, food money and local transportation.
- SJ Vietnam will organize social activities for the volunteers in collaboration

with the national volunteer of SJ Vietnam.

- SJ Vietnam will help the volunteers to be integrated as fast as possible inside a network of local volunteers.

5. Participation fee:

200 EUR/month includes food, transportation and basic accommodation in dormitory of the center. Volunteers will pay all their participation fees one time for their sending organizations or directly to banks and fees will be transferred for SJ Vietnam before volunteers come to Vietnam. Volunteers have to bring the receipts for SJ Vietnam. If they do not pay their participation fees before coming, they will be in the waiting list. They can stay longer or less than couples of months but they are supposed to pay for the whole months and may be a half as well. For example, if volunteers stay for 3 months and 10 days, they are supposed to pay for 3 months and a half (it means they will pay 700 EUR); if they stay for 3 months and 20 days, they are supposed to pay for 4 months (it means they will pay 800 EUR). If volunteers have holiday in the middle of their voluntary durations, the holiday duration will still be considered as their voluntary time so volunteers are supposed to pay for the holiday duration. If they have holiday after finishing all voluntary work with SJ Vietnam, they do not have to pay for that. Following is the address to transfer fee:

Account name: SJ Vietnam

Account number: 4054928

Address: ANZ Hanoi Branch

No 14, Le Thai To Street, Hanoi, Vietnam

Swift: ANZBVNVX

Telephone: +84 438258190

Fax: +84 438258188/9

6. Application procedures:

Interested candidates should email detailed Resume (CV) and an application letter to their voluntary organizations.

The national voluntary organization has to send their candidate CV to: ltv@sjvietnam.org. Our LTV coordinators are responsible for accepting volunteers.