

LTV MANAGEMENT PROJECT

SUPPORTING LONG TERM VOLUNTEER DEPARTMENT AT SJ VIETNAM

Solidarités Jeunesses Vietnam's project

Project title: Supporting Long-term volunteer department at SJ Vietnam

Position and title of post: Volunteers as SJ Vietnam office member to support
Long-term volunteers (LTV) coordinators

Project owner: Solidarités Jeunesses Vietnam (SJ Vietnam)

Location: SJ Vietnam office and project sites in/around Hanoi and provinces
nearby

Duration: At least 3 months

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 NVDA.

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 breakdown 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. Description of work

The long-term volunteer will be a full member of the national and international SJ Vietnam organization. She/he will:

- 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.
- 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.
- Take part of every LTV's Department meeting (regarding the current situation, the finance...)
- Support the coordinators to update and correct the infosheet, details of each project and the handbook.
- Support the coordinators with EVS project: on-arrival, pre-departure training and evaluations, contact SJ Vietnam partners to start new EVS.
- Update information about LTV's Department on the website
- Prepare the orientation of incoming LTV's
- Support the coordinators in implementing new methods (i.e: new concept for the LTV's meeting).
- 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.
- Take part of SJV staff meeting every Friday afternoon with SJ Vietnam staff members to discuss about SJ Vietnam current situation.

3. Duties and responsibilities

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 humors.
- 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.
- 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.
- The volunteers will stay in Vietnamese families. Accommodation details will be provided before the volunteers' arrival in Vietnam

5. Participation fee

250 EUR/month for volunteers staying in host families. This fee includes food, transportation and accommodation in host families. 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 in the LTV house, they are supposed to pay for 3 months and a half (it means they will pay 875 EUR); if they stay for 3 months and 20 days, they are supposed to pay for 4 months (it means they will pay 1000 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 sending organizations.

The national voluntary organizations have to send their candidates' CVs to: in@sjvietnam.org. Our incoming coordinator is responsible for accepting volunteers.