



**Position:** Program intern

**Location:** District 7, Hochiminh City

**Reporting:** Program Officer – Education

**Type of contract:** Short-term/Temporary

**Lawrence S. Ting Foundation (LSTF)** was established in 2005 as a local NGO in Vietnam; we mainly provide services and support in the education and health sectors to people in need.

**Responsibilities:**

The intern will support the Program officer in terms of Education-related projects/program

**Knowledge, Skills and Attitudes required:**

- College/University degree in Social Sciences;
- Intermediate level of English language skills;
- Familiar with Microsoft Office;
- Carefulness, attention to detail, punctuality and confidentiality;
- Ability to work under time constraints; Result orientation;

**Benefits:**

- Opportunity to work in NGO environment.
- Chance to be promoted to Education Program Assistant;

Interested candidates are invited to send their application (including a cover letter and CV) to LSTF ([ha.tran@lstf.org.vn](mailto:ha.tran@lstf.org.vn)), subject: “Application for Program Intern”. Electronic copies only.

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.