

We are looking for 02 program volunteers with the below detail information:

Position: Program Volunteers

Location: Hochiminh City

Reporting: Program Officer – Education

Type of contract: Short-term/Temporary

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

Currently, LSTF is designing an Entrepreneurship Program with interventions mainly targeting Youth/university students in order to both develop new program initiatives and expand our works in the field of Education. In order to collect data for this Program development, baseline survey activities will be implemented.

Responsibilities:

The volunteers will support the Program officer in terms of baseline survey activities, inclusive of:

- Process online survey, follow-up the survey delivery and data collection;
- Provide support as assistant role in conducting interviews;
- Prepare survey data for later aggregation;
- Assist in survey data analysis (quantitative or qualitative);
- Provide other support as required

Knowledge, Skills and Attitudes required:

- College/University degree in relevant field (majoring in statistics is an advantage); senior student is also preferred;
- Experience in working with online survey platforms like Monkey survey, Google survey, etc;
- Intermediate level of English language skills;
- Familiar with Microsoft Office;
- Familiar with qualitative or quantitative data analysis, data management would be an asset;
- Carefulness, attention to detail, punctuality and confidentiality;
- Ability to work under time constraints; Result orientation;

Interested candidates are invited to send their application (including a cover letter and CV) to LSTF (ha.tran@lawrencestingfund.org), subject: "Application for Program Volunteer". 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.