



Health Admin Intern

Unit: Health Program

Reports to: Program Assistant

Worksite: 4F, Crescent Plaza Building, 105 Ton Dat Tien, Tan Phu Ward, District 7, HCMC

Working time: part-time/ 6 months

ABOUT US

Lawrence S. Ting Foundation (LSTF) was established in 2005 as a leading local non-profit and non-governmental organization in Vietnam. We have supported approximately 1.8 million underprivileged people across the country, focusing on education and health sectors.

In education, our strategic focuses for the next 10 years are to support 670,000 children with disabilities in Vietnam to access quality education as well as to provide scholarships and develop educational initiatives to help children and young adults overcome barriers to learning. In health, our programs offer medical assistance, health education, and community health projects to address critical needs.

Committed to sustainability and long-term impact, our passionate team works to create lasting positive change. For more information, visit www.lstf.org.vn.

JOB DESCRIPTION

The Health Admin Intern will support the administration and coordination of LSTF's health programs, ensuring efficient and effective delivery of health programs and initiatives to underprivileged communities.

Roles and Responsibilities:

- Assist in the implementation of health programs and initiatives.
- Support the Program Team in the administration (print documents, prepare official dispatches, search for quotations, support in receiving and checking medicine) and logistics (arrange travel, accommodation, meals for business trips; prepare water, medicine, tools, necessary documents) of medical outreach events and medical assistant program.
- Maintain accurate records and documentation related to health programs and volunteer management (prepare HR documents, save volunteer records)
- Perform clerical (store letters and official dispatches) and bookkeeping tasks (receive documents and make payment files as required, payment support) for all health programs as required.
- Participate in team meetings and contribute to program development discussions.
- Perform other tasks as requested.



Essential knowledge, skills and attitudes:

- Currently enrolled in or recent graduate of a degree program. Preferably in health-related majors.
- Excellent written and verbal communication skills in both Vietnamese and English.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Attention to detail and ability to maintain accurate records.
- Ability to multitask and manage time efficiently in a fast-paced environment.
- Flexibility to adapt to changing program needs and schedules.
- Passion for health and commitment to social causes.
- Previous experience in health administration or non-profit work is a plus.

TIMEFRAME

Length of commitment: continuous 4-6 months.

Estimated working hours: 4-8 hours/day; 2-3 days per week. Specific time will be negotiated before starting.

WHAT WE CAN OFFER

- Gain practical experience in health program administration and non-profit operations;
- Work in a dynamic and supportive team environment;
- Opportunity to make a meaningful impact on the lives of underprivileged communities;
- Volunteer/intern allowance: VND 220,000 per working day.

HOW TO APPLY

If you are enthusiastic about contributing to the health and well-being of underprivileged communities and gaining valuable experience in the non-profit sector, we encourage you to apply for this internship. Please send your CV with the email subject “**Application for Health Admin Intern – Candidate full name**” to lanh.do@lstf.org.vn, and cc: linh.ngo@lstf.org.vn.

Deadline for Application Submission: 16 Jun, 2024.

We sincerely appreciate your interest in this job opportunity, but only shortlisted candidates will be contacted.