

Program Intern

Oxfam is an international confederation of 17 organizations working together in 94 countries and with partners and allies around the world to find lasting solutions to poverty and injustice. In Vietnam, Oxfam is recognized as one of the leading international NGOs, especially in rural development, disaster risk reduction and humanitarian response, civil society development, ethnic minorities, and women's empowerment.

We are looking for an experienced and dynamic Vietnamese citizen to fill the following position:

PROGRAM INTERN

Reference number: 2015/09/01

The post is a six months contract with an opportunity for extension, based in Hanoi but with frequent travel

Location: Hanoi, Vietnam

Report to: EJ Policy and Campaign Officer

KEY RESPONSIBILITIES

- Take notes for workshops and field trips;
- Translate correspondences, project documents and (selected) reports;
- Provide interpretation services;
- Do filing for project documents;
- Communicate and support partners and other agencies in programme implementation;
- Provide logistic arrangements for events (meetings, workshops, trainings) and do preparation for field trips;
- Join and writing field trip report (if required); and
- Other support tasks to the Program team, as required.

SKILLS AND COMPETENCE

Expected Competencies:

- University graduates
- Very good spoken and written English
- Good computer skills (MS Word, MS Excel, Ms Outlook, PowerPoint)
- Good communication skills
- Ability to work independently as well as in the team
- Strong motivation for learning about development work and rural development

Behavioral competencies:

- Good interpersonal skills (especially in working with people from different thematic groups)

- Good teamwork skills (supporting others, delegation, influencing, negotiating)
- Respect for others

Learning opportunities:

- By taking up this intern position, it is expected that the intern will:
- gain exposure to the work of a humanitarian and development organization working for poverty-alleviation and with and on behalf of poor people in Vietnam;
- fulfill the tasks listed above;
- improve her/his English language and administrative support skills; and
- gain an understanding of an international organizations' office administrative and operational systems, which may be of benefit to the intern in any future employment.

Benefits: monthly allowance of VND3,000,000, lunch of VND27,000 x 22 meals/month and accident insurance covered for the internship period.

The closing date for application: 30th September 2015

How to Apply: Send your application including a motivation letter and Curriculum Vitae to hang.tranthanh@oxfamnovib.nl to the attention of Tran Thanh Hang.

Oxfam offers an attractive benefit package. We regret that only short-listed applicants will be contacted.

Oxfam is an equal opportunity employer