



## **CAREER OPPORTUNITY:**

Oxfam is an international agency 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.

Oxfam Novib is member of the Oxfam International confederation and started programs in Vietnam since the early 1990s. Together with other Oxfam affiliates we implement one Oxfam country program, to increase our impact.

The NGO Climate Change Working Group (CCWG) was established in February 2008 as a forum for Vietnamese and International NGOs as well as institutions and individuals to actively participate in the climate change debate and help generate sustainable responses to global warming. At the beginning of 2015, the CCWG core group agreed and decided to apply a rotating system for the chair. During the CCWG high level core group meeting on 25 June 2015, Oxfam officially took over the chair of the CCWG.

On behalf of the CCWG core group, we are looking for an experienced and dynamic person to fill the following position:

## **COORDINATOR FOR CLIMATE CHANGE WORKING GROUP (CCWG)**

**Reference number: HR CCWG201603**

The post is a fulltime, fixed-term, 1 year contract with possible extension, based in Hanoi but with frequent travel.

**Report to:** The Chair of the CCWG cum Senior Program Manager – Building Resilience & emergency response.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- **Coordinate and ensure a good sharing and learning among CCWG members on climate change initiatives and knowledge on climate change in order to maximize impact and minimize overlap with the support of the Chair**
  - o Support to organize monthly meeting including a coordinated agenda, necessary contacts with resource people from government agencies, NGOs and other institutions, minutes taking and logistics support.
  - o Coordinate the development of annual work plans for the CCWG and its sub-groups, and support regular monitoring and reporting back of achievements
  - o Respond to the requests for information on CCWG, joining CCWG mailing list. For other requests relating to representation of CCWG, this should be communicated to the Chair of CCWG.
  - o Support to organize the sharing and learning workshops and events of CCWG
  - o Support the coordination of representation of NGOs in forums meetings and events at different levels
  - o Support the task forces and initiatives within CCWG with their meetings and coordinate their feedback to the core group and general meetings.



Update the CCWG with the latest news in media, laws, policies, researches, project documentation, programme reports and other resources related to climate change;

- o Regularly manage and update CCWG website and CCWG mailing list
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- o Pro-actively build partnerships and promote networking with other networks such as VNGO Network, DMWG, EMWG and all relevant organizations and the Government of Vietnam at all levels. Assess their needs to further develop information sharing and cooperation on climate change programmes, promoting improved development practices amongst CCWG members and partner organisations as well as ensuring that vulnerable people benefit from climate change responses.
- **Support the Core group in development and implementation of a joint climate change advocacy strategy:**
  - o Support the development and implementation a joint advocacy strategy for climate change in Vietnam including TOR development, organizing workshops and events, support and management of consultants etc.
  - o Support the coordination of advocacy messages on the prioritized topics identified in the advocacy strategy which potentially include community climate change initiatives and others.
  - o Support the identification of channels and opportunities for advocacy and coordinate advocacy efforts among CCWG members and actively engage in the advocacy opportunities such as SEDP mainstreaming events, NTP implementation and others. This will require active interaction with the key government agencies such as MARD, MONRE, MPI as well as key donors
  - o Monitor and follow up on the implementation of the agreed advocacy strategy and regularly report back to CCWG on key outputs
- **Support to strengthen the capacity activities of CCWG.**
  - o Support to implement the activities in the framework of the Southern Voices and other projects,;
  - o Support to identify the prioritized needs for capacity building relating to climate change mainstreaming, advocacy skills, policy analysis and monitoring and technical topics
  - o Support with the organization and implementation of trainings.
  - o Support building the capacity of CCWG to monitor the changes that projects activities will bring about
- **Other tasks:**
  - o Take meeting minutes and prepare meeting/workshop reports as required.
  - o Conduct other tasks as agreed by the CCWG

## **EXPECTED OUTPUTS AND DELIVERABLES**

- A sound coordination and cooperation among core group is ensured, particularly the technical task forces;
- An annual work-plan for CCWG is prepared and followed up with the contribution and participation of CCWG members to make sure CCWG's objectives and goal are achieved;
- At least 5 regular monthly meetings are organized within 1 year periodically by the core members;
- At least 3 learning and sharing workshops in technical topics agreed by the core group are organized within 1 year;



- CCWG website and mailing list (within NGO Resource Centre) are operated and maintained properly;
- The CCWG advocacy action plan will be followed up by the core members;
- Relationship with key ministries (MONRE, MARD, MPI, etc) as well as media working in climate change sector is strengthened and developed.

#### **TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE**

- Sound knowledge of major development issues related to climate change and disaster management in Vietnam. Highly desirable experience in policy-relevant advocacy; networking and/or capacity building
- Liaison, strong representational and interpersonal skills
- Experience in working in NGO environment;
- Written and oral communication skills (fluent in both Vietnamese and English);
- Strong interpersonal and networking skills;
- Highly organized and self-motivated and flexible
- High level of computer literacy;
- University degree in social sciences, environment and/or development

**Gross Annual Salary Range: VND 343,685,322 – VND 549,896,515**

**The closing date for application:** 3<sup>rd</sup> March 2016

**How to Apply:** Interested candidates can send your application in writing, including a motivation letter and curriculum vitae and mentioning reference number HR **AC201601** to [hr.vietnam@oxfamnovib.nl](mailto:hr.vietnam@oxfamnovib.nl) to the attention of Tran Thanh Hang, Financial/HR Administrator.

We regret that only short-listed applicants will be contacted.

**Oxfam is an equal opportunity employer**