

Communications 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:

COMMUNICATIONS INTERN

Location: Hanoi, Vietnam

Report to: Knowledge Management Coordinator

KEY RESPONSIBILITIES

- Support in external and internal communications
- Support in social media management and information management
- Support in development of electronic communication products and lay-outs for printed materials
- Be responsible for photo-taking, recording at events
- Provide backup support in translation and interpretation
- Provide backup support in general administrative assistance
- Join field trips when required
- Others as assigned by line manager

Expected Competencies:

- Vietnamese citizen with a university degree
- Familiar with web-based content managing, photography, graphic arts design and digital visual and audio applications
- Good command of oral and written English
- Commitment and inspiration to work in development areas and poor community
- Hobbies and skills for media/social media work is an asset

Behavioral competencies:

- Good interpersonal skills (especially in working with people from different thematic groups)
- Good teamwork skills (supporting others, delegation, influencing, negotiating)

Learning opportunities:

- Taking part in planning, organizing and executing communication activities
- Working in a professional environment
- Developing career development in one of the biggest INGOs

The closing date for application: 20th March 2016

How to Apply: Send your application including a motivation letter and Curriculum Vitae to hr.vietnam@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.