

Program Intern

Oxfam is a world-wide development organisation that mobilizes the strength and voice of people against poverty, inequality and injustice. Oxfam's vision is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally. We are a confederation of 18 Oxfam organisations working together in more than 90 countries. Oxfam works with partner organisations and alongside vulnerable women and men to end injustices.

Oxfam in Vietnam is working to seek transformative changes in policies, practices and beliefs in ways that will fundamentally improve the lives of poor and marginalised women and men, and ensure that all citizens have the same opportunity to enjoy their rights.

Oxfam offers an internship programme for young Vietnamese graduates who are passionate about Oxfam's mission of working with others to overcome poverty, suffering and injustice. Selected interns will provide administrative support to the team, gain essential office skills, and take part in project activities as well as a number of training opportunities. They will gain invaluable working experience that benefits their future employment. Internship contracts last for 12 months.

We are looking for national candidates to fill the following position:

PROGRAM INTERN

Reference number: OXFIN22.06.01

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

Report to: Programme Administrative Officer

KEY RESPONSIBILITIES

1. Assist to prepare logistics for meetings, workshops and support in organising cross-learning events and activities among coalitions, including occasional regional or international visits. Support in contacting service providers and resource persons for logistical arrangements.
2. Provide general administrative support including filing documents, sending and circulating mail, fax; photocopying, travel booking, translating, helping to prepare float accounts etc.
3. Attending programme's meetings, workshops, take notes and drafting meeting minutes/notes.
4. Assist to maintain programme files, contact lists and monitoring data.
5. Support contacting programme partners and other stakeholders.
6. Support Media and Communication specialist and Monitoring, Evaluation and Learning (MEL) Officer in communication and MEL work as needed.
7. Interpreting and translating letters and project documents.
8. Travel to field when necessary.
9. Others tasks as reasonably assigned by programme staff.

EXPECTED SKILLS

- Vietnamese citizen.
- University degree, fresh graduate is preferred.
- Good organizational and communication skills.
- Ability to work independently or effectively as a team member
- Good command of English, including interpretation and translation from Vietnamese to English and vice-versa.
- Good computer skills (Windows, WinWord, Excel).
- Some knowledge of development work, but not essential.

Behavioural competencies:

- Supporting other; Communications (especially in working with people from different backgrounds).
- Commitment in work.
- Respect for others.

Learning opportunities:

- Participating in relevant programme events (internal training, programme meetings, workshops, etc.).
- Participating in project monitoring and evaluation as appropriate.
- Gender and diversity sensitivity; and commitment towards working for diversity and gender equality.
- Developing career development plan and review regularly with line-manager.

ALLOWANCE:

- Monthly allowance: VND3,000,000 per month
- Lunch allowance: VND30,000 x 22 meals/month
- Accident insurance covered for the internship period
- Accommodation allowance: VND1,300,000 for non-resident in Hanoi

The closing date for application: Sunday, 12 June 2016

How to Apply: Interested candidates can email your application including a motivation letter and curriculum vitae and mentioning reference number OXFIN22.06.01 to HR.Vietnam@oxfamnovib.nl.

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

Oxfam is an equal opportunity employer