

Project Manager - Youth Active Citizenship & Gender Justice

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.

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

PROJECT MANAGER – YOUTH ACTIVE CITIZENSHIP & GENDER JUSTICE

Reference number: OXFPMYG29.06.01

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

The Role:

To manage the strategy development and implementation of Oxfam youth active citizenship and gender justice Program/project in Vietnam in close co-operation with key actors, to achieve policy, attitude and practice change towards youth active citizenship, gender equality and women's rights. Building youth engagement as part of Oxfam Global citizenship cross cutting programme. And build synergy and linkages with other projects and programmes of Oxfam in Vietnam.

Report to: Deputy Country Director

Staff reporting to this post: Youth Active Citizenship and Gender Justice Project Officer(s)

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Lead the process to develop the strategy for Oxfam's Youth Active Citizenship Program and projects in Vietnam.
- Contribute to the development of Gender Justice Strategy and Program
- Manage the implementation of the Youth Active Citizenship and Gender Justice Projects including: coordinating project teams for project planning, identifying and maintaining direct contacts with partners, monitoring and supporting partners in project implementation and their organizational capacity development, and overseeing programme financial management.
- Actively engage in discussions with partners and other stakeholders to develop programmes/projects that can foster external funding opportunities, take lead in project related fundraising activities.

- Be responsible for identifying, organizing, facilitating and if needed monitoring capacity building processes for partners and other related stakeholders in the Youth and Gender Justice Programme.
- Facilitate the development and actively engage in a network of organizations working on youth and women's rights issues.
- Report to the Deputy Country Director on the progress made in the programme development and implementation; Report to donors on the progress of external funded projects (if applicable).
- In liaison with Knowledge Management & Communications Unit, initiate and facilitate activities concerning knowledge & information management with local partners to strengthen the lessons learned; Support other Oxfam programme and project teams in integration of gender and youth engagement in their work and facilitate learning activities to strengthen capacities among Oxfam team. Lead the development of Monitoring, Evaluation and Learning (MEAL) framework for the programme.
- Manage the project team to ensure delivery of results, providing leadership and guidance and ensuring that the management of the team is in line with Oxfam's HR policies and procedures. With support from HR, manage the life cycle of individuals within the team from pre-recruitment to exit including performance management processes.
- Ensure the linkages and coherence of the Youth Active Citizenship project to the broader Oxfam in Vietnam programme, and with the overall global citizenship/movement building.
- Create synergy with other components or projects of Oxfam in Vietnam, such as youth engagement in Climate Change Adaptation; Campaign and Advocacy; Governance and promoting Women's Leadership.
- Work in close collaboration with other Oxfam teams, contribute to the development and implementation of other programs and projects as requested.
- Ensure implementation of Oxfam's operational policies, procedures and guidelines (especially gender equity, child protection) in all aspects of Oxfam's work.
- In liaison with Advocacy & Campaign Unit, represent and communicate Oxfam's public policy and advocacy positions on youth and gender justice to institutions, government, international, national and local organizations as required.
- Be the focal point on youth active citizenship and gender justice within Oxfam, with relevant Oxfam Head Offices, Oxfam knowledge hubs, and beyond Oxfam.

TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE

- University degree/post graduate, preferably in preferably social science related or/and gender;
- Substantial knowledge about youth and gender justice issues in Vietnam and familiarity with innovative approaches to address youth as active citizenship and gender equality issues and to promote youth active citizenship and gender justice;

- Substantial working experience with youth, gender justice and women's rights related programmes in Vietnam;
- Experience and skills in planning, developing, managing and monitoring development programmes/projects (including design, capacity building, partnership management, fund raising, report writing, monitoring and evaluation, knowledge management, advocacy, inter-agency networking and coordination etc.); Experience in resource management e.g. people, finances, assets;
- Strong conceptual, analytical and strategic thinking; Ability to analyse development context and driving factors; Ability to 'think politically' by understanding motivations, pressures and challenges faced by different actors; Ability to influence others;
- Good communications, presentation and facilitation skills; High level of written and spoken English and Vietnamese;
- Outstanding social and intercultural skills;
- Good computer skills (writing and spread sheet programmes);
- Willingness to travel to remote areas of Vietnam.

Gross Annual Salary Range: VND 478,755,174 – VND 718,132,761

The closing date for application: Sunday, 17 July 2016

How to Apply: Interested candidates can email your application including a motivation letter and curriculum vitae and mentioning reference number OXFPMYG29.06.01 to HR.Vietnam@oxfamnovib.nl.

This post is re-advertised. Those who already applied in June 2016 do not need to reapply.

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

Oxfam is an equal opportunity employer.