

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 a Vietnamese citizen to fill the following position:

PROGRAM INTERN FOR PRIVATE SECTOR PROGRAM

Oxfam offers an internship program for young Vietnamese graduates who are passionate about Oxfam's mission of working with others to overcome poverty, suffering and injustice. Selected intern 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 contract lasts for 12 months. Oxfam wishes to promote diversity in our team: members of Vietnam's ethnic minorities, people with disabilities and members of other minority groups are particularly encouraged to apply. Program Overview: Oxfam works with others to find lasting solutions to poverty and suffering. Through private sector engagement and market based solutions, we are working to enhance the poor's market access and women's economic leadership, contributing to income increase and sustainable livelihoods as well as to mobilize resources and influence private sector for the fight against poverty and injustice.

Reference number: OXF2016/08/25

Starting time: 3rd, October 2016

Location: Hanoi, Vietnam with occasional travel to project areas

Report to: Private Sector Manager/Private sector Program Officer

Allowance: Based on Oxfam's intern policies; when travel to project site required intern will receive the same travel allowance as full-time staff.

SPECIFIC

RESPONSIBILITIES

(in order of priority)

- Support documentation activities, namely, application of digital technology for creative reporting (biannually, annually or after workshops), documentation; interviewing; filming and photo-taking;

- Provide creative input to project activities;
- Communicate and support partners and other agencies in programme implementation
- Organize workshops, seminars, training courses, etc;
- Contact project partners, consultants and other stakeholders in relevant activities;
- Support translation and interpretation when required (Vietnamese – English and vice versa)
- Be in charge of general administration (filing documents, managing the programme; library, booking, circulating mail, fax, photocopying, scanning);
- Search and provide data that serve as a basis for day-to-day implementation process and proposal
- writing;
- Join field trips when required;
- Others as appropriate.

SKILLS AND COMPETENCE

Expected Requirements:

- Vietnamese citizen, University degree;
- Basic understanding of private sector, SME's operations and social corporate responsibility (CSR), value chain development, agricultural policies and trade,
- General knowledge of social-economic issues of rural areas, climate change issues and household economics.
- Good computer skills (MS Word, MS Excel, Ms. Outlook, PowerPoint);
- Good knowledge of digital application for creative reporting, documentation;
- Good command of English, including interpretation and translation from Vietnamese to English and vice-versa;
- Commitment and inspiration to work in development areas and poor community;
- Some knowledge of development work, but not essential.

BEHAV?OURAL COMPETENCIES:

- Good communication, presentation skills (especially in working with people from different backgrounds);
- Good teamwork skills (supporting others, delegation, influencing, negotiating);
- Ability to work independently as well as in the team;
- Respect for others.
- Learning opportunities:
- Taking part in relevant programme events (internal training, programme meetings, workshops, etc.);
- Taking part in monitoring and evaluation missions as appropriate;
- Induction to financial management system of Oxfam;
- Developing career development plan and review regularly with line-manager

The closing date for application: No later than Monday, 18th September 2016

How to Apply:

Interested candidates can apply by sending a cover letter, CV, and copies of relevant degrees to:

Human			Resource			Department
Oxfam	Great	Britain,	22	Le	Dai	Hanh, Hanoi.

E-mail to hang.tranthanh@oxfamnovib.nl to the attention of Ms. Tran Thanh Hang

Note: Please contact us via the above E-mail address if any question, Telephone contact is not welcome.

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

Oxfam is an equal opportunity employer.