



Oxfam in Vietnam vacancy

PROGRAMME INTERN FOR GOVERNANCE TEAM – VIETNAM (INTGOV190415)



Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

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 marginalized women and men and ensure that all citizens have the same opportunity to enjoy their rights.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The Programme

Oxfam's Good Governance programme is focused on ensuring that all citizens, in particular those who are marginalised in society, such as ethnic minorities and poor men and women, have increased access to information and feel confident about raising their voices. We work to ensure that citizens have greater opportunities to influence decisions that shape their lives and are able to hold the government accountable.

The Role

Selected intern will provide administrative support to Governance team and take part in governance activities as well as number of training opportunities. Intern will gain invaluable working experience that benefits their future employment.

The intern will work under line management of Oxfam's Senior Programme Manager, in close collaboration with other Oxfam teams. The Programme Intern is not attached to a single project or to a specific partner and should be ready to work on different initiatives within Governance team. He/she is expected to gain general knowledge, use common senses and specialized skills to the best of his/her ability to contribute to own and Oxfam's learning.



Contract: Full-time, Fixed-term, 1-year contract
Reporting to: Senior Programme Manager
Staff report to this post: N/A
Location: Vietnam office in Hanoi, with occasional travel

Key responsibilities:

- Provide creative input to project activities;
- Communicate and support partners and other agencies in programme implementation;
- Contact project partners, consultants and other stakeholders in relevant activities;
- Organize workshops, seminars, training courses, etc;
- Support documentation activities, namely, application of digital technology for creative reporting (biannually, annually or after workshops), documentation; interviewing; filming and photo-taking;
- Support translation and interpretation when required (Vietnamese – English and vice versa);
- Be in charge of general administration (filing documents, managing the programme's publications, 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, experience and knowledge

- Vietnamese citizen, university graduates
- General knowledge of socio-economic issues
- 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.
- 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

Benefits: monthly allowance of VND3,000,000, plus lunch allowance and accident insurance covered for the employment period.

How to apply

Interested candidates can send your application including motivation letter and curriculum vitae and mentioning reference number INTGOV190415 to HR.Vietnam@oxfam.org. **The closing date for application: 10 May 2019**

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

Oxfam is an equal opportunity employer