

Programme Officer - Governance

Oxfam in Vietnam vacancy

PROGRAMME OFFICER – GOVERNANCE (POGOV191101)

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 Role

The Programme Officer - governance works directly with Oxfam's beneficiaries and partners to overcome poverty and suffering; To advocate and campaign for policy, knowledge, attitude and practice change to help achieve Oxfam's strategic change objectives. Programme Officer is not attached to a single project or to a specific donor, the person should be ready to work for different projects at same or different times. He/she is expected to gain thematic expertise but this does not mean working on one single project or type of projects.

Contract: Fixed term, one-year with possible extension (depending on performance)

Reporting to: Senior Programme Manager

Based in: Hanoi with frequent travel

Key responsibilities:

- Contribute to the annual planning and budgeting of the programme.
- Support partners in program/project development and implementation through technical advice on participatory community engagement, develop and maintain relationship with local partners and authorities.
- Contribute to build capacities of partner organizations to conduct participatory analysis and planning.
- Work with partner organizations to assess training needs, develop training curriculum in line with Oxfam and other tested training materials, facilitate training sessions and follow up with impact of the training.
- Contribute to writing programme learning documents, case studies, blogs, video clips and take part in policy advocacy for good practices, lessons, processes of the programme.
- Actively contribute to fundraising activities of the programme.
- Implement and review Monitoring, Evaluation, Accountability and Learning (MEAL) framework of the programme, and work with partners for conducting baseline surveys, progress monitoring events, producing progress reports and final reports.
- Monitor programme spending, review financial reports prepared by partners, and facilitate auditing of fund usage.
- Ensure internal and external reporting is done as per the agreed timeline and requirements.
- Actively network with relevant government agencies, working groups to develop and implement joint initiatives and advocacy events at local or/and national level(s).
- Act as Oxfam's representative at provincial or/and national(s) level as required;
- Ensure implementation of Oxfam's and donor's (where relevant) operational policies, procedures and guidelines in all aspects of Oxfam's work.
- Take lead in one or more programmatic themes (to be agreed with line manager); Support other Oxfam teams in integration of your programme issues in their work and facilitate learning activities to strengthen capacities among Oxfam team.
- Work in close collaboration with other Oxfam teams, contribute to the development and implementation of Oxfam strategy and programmes in Vietnam.

Skills, experience and knowledge

Essential

- University degree/post graduate, preferably in social science or/and management.
- Knowledge of development issues and familiarity with innovative approaches to address the related problems.
- Knowledge of Governance issues and related themes, such as public administration reform, tax and budget transparency, civil society and people participation from right-based perspectives.
- Sound experience in project management and negotiation with participatory approaches.
- Sound experience in resource management, e.g. finance, assets.
- Practical knowledge and experience of projects design, fund raising, report writing, developing training and IEC materials, advocacy and inter-agency networking and coordination.
- Sound experience in managing and monitoring development projects, including partnership management.
- Good analytical thinking skills and abilities to influence others.
- Good social and intercultural skills.
- Good written and spoken English and Vietnamese.
- Good computer skills (writing and spreadsheet programmes).
- Willingness to travel to remote areas of Vietnam.

In addition, you need to

- Be a team player;
- Have good social and interpersonal skills;
- Be able to work across boundaries and enable cooperation among different groups/actors;
- Be able to work under pressure in response to changing needs.

Gross Annual Salary Range: VND343,685,322 – VND549,894,515

How to apply

Interested candidates can send your application including motivation letter and curriculum vitae and mentioning reference number POGO191101 to HR.Vietnam@oxfam.org .

The closing date for application: 20th November 2019

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