



OXFAM

PROGRAMME OFFICER

Re-advertisement: If you have already applied, kindly refrain from submitting another application.

JOB DETAILS	
LOCATION: Hanoi, Vietnam, with frequent travel.	CONTRACT TYPE: fixed term, 18 months with possible extension
INTERNAL JOB GRADE: D1	DEPARTMENT and TEAM: Programme - GOAL 2
ANNUAL SALARY: VND 396,956,547 - VND 635,130,475	HOURS (FTE): 37.5
COMMITMENT TO DIVERSITY AND INCLUSION We are committed to ensuring diversity and gender equality within our organization.	
<p>Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Oxfam Confederation currently has 21 member organizations working in 80 countries. We share a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.</p> <p>Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states, and responsible private sector and that it is fundamental to Vietnam's development. Oxfam in Vietnam contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.</p> <p>DEPARTMENT PURPOSE: To promote participatory, responsive, inclusive, and representative decision-making.</p> <p>JOB PURPOSE: To work directly with Oxfam's beneficiaries and partners to overcome poverty and suffering and to contribute to Oxfam's strategic change objectives.</p> <p>Programme Officer is not attached to a single project or to a specific donor, the person should be ready to work on different projects at the 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</p>	
ROLE REPORTS TO	Senior Programme Manager
ROLES REPORTING TO THIS POST	None
BUDGET RESPONSIBILITY	Review and monitor partner's budgeting and planning
KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)	

- 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.

TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE

- 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 inclusive and sustainable development in Vietnam, in particular governance topic and related themes on people participation in local development, domestic resource mobilization and management.
- Sound experience in project management, project MEAL 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.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Self-Awareness
- Mutual accountability
- Agility, Complexity, and Ambiguity

IN ADDITION

- Result orientation
- Cooperation
- Analysis
- Listening
- Relationship building

DESIRABLE

- Strategic thinking and judgement
- System thinking

SAFER RECRUITMENT: *Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and 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. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.*

Applying:

All applicants should please apply through the Oxfam recruitment website:

<https://jobs.oxfamnovib.nl/job-invite/13644/>

By **August 23, 2024 at 23:59 ICT.**

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.