

Terms of Reference Program Adviser

BACKGROUND: Oxfam America is an international relief and development organization with 7 overseas and 2 USA offices. Its mission is to find long-term solutions to global poverty and injustice. It is part of a confederation of Oxfam working in 92 countries in the world. Oxfam America is engaged in regional development work including grant making to improve lives of people in the developing world, as well advocacy to change policies that affect the poor and public education and engagement activities around the causes of poverty and the means to end it.

TITLE:	Program Adviser (PA)
REPORTS TO:	EI Regional Program Coordinator
COORDINATES WITH:	EI-PO in Cambodia, Program support unit, Members of EI team, Other RPOs & POs/PCs & Oxfam Affiliates
LOCATION:	Hanoi, Vietnam

PURPOSE OF POSITION:

The PA is an integral member of the Oxfam America Extractive Industries team, responsible for delivering the Vietnam natural resource management including the extractive industries program in Vietnam.

This appointment is based in Hanoi, Vietnam. The appointment is open to Vietnamese Nationals and includes a work scope that covers extractive industries in Vietnam.

Scope of Work

Oxfam's natural resources management portfolio including the Extractive Industry Program in Vietnam requires a Program Adviser to assist in implementing the scoping phase as specified in the Concept Note endorsed by Vietnam Country Leadership Team in January 2012. The incumbent's responsibility shall include portfolio management, supporting administrative, managing research and public relations work under the supervision of the Regional Program Coordinator and in close consultation with the OUS's Head of Implementing Affiliate in Viet Nam.

Portfolio Management

1. Coordinate, research, and document trends in natural resource management (NRM) and state of extractive industries development in order to establish evidence-based dialogues on best practices in mining sector management with stakeholders.
2. Provide technical support to regulatory ministries and academic community to help enhance and review the quality of existing regulatory framework.
3. Work closely with other Oxfam Affiliates (especially OHK), EI-Program Officer in Cambodia, and key partners of the EI and NRM programme in Vietnam, as well as the grassroots level mining network in the country.
4. Provide leadership among Oxfam affiliates in the process of developing the Oxfam long-term perspective and strategy in working on natural resource management and/or extractive industries in Vietnam;
5. Assist Oxfam inter-affiliates coordination where natural resource management work, including extractive industries, is concerned particularly in relation to Vietnam's Strategic Change Goal on Good Governance and Accountability.
6. Deliver Oxfam's EI portfolio in Vietnam as specified in the EI Program Concept Note of January 2012 in accordance with SMS Program Management Standards.

Administration

1. Work with EI-PO in Cambodia and the RPC to ensure the submission of quarterly narrative report, monthly OI-EI CoP Newsletters, and verification of EI monthly financial reports
2. Keep an updated hard and e-filing system for EI on Padare

Granting & Partner Relations

1. In compliance with grant-making procedures and policies, assist the EI-PO in Cambodia and Grant Associate in making small and large grants to partners to ensure fulfilment of implementation, impact and reporting requirements and keep Vietnam's SCGs duly informed.
2. Assist in organising informal Annual Impact Reflection in collaboration with partners, as well as formal programme impact review in collaboration with Boston's based team – LEAD
3. Provide updated EI information and resources as required by partners and allies
4. Provide continued support to partners and allies so that they can work into effective responses to sector developments and opportunities
5. Work with Operations Team and Program Associate to build the capacity of EI partners. This may include field audits and institutional needs analysis
6. Maintain partner analysis.

Representation

Under authorisation of EI PRC and Vietnam's HIA

1. Facilitate visits by EI Team members and/or the Oxfam leadership
2. Undertake and participate in awareness raising events and networking at both national and regional level
3. Represent Oxfam corporately on specific circumstances and /or partnerships

Policy Analysis & Advocacy

1. Do analysis of relevant information and disseminate such resources as to support the work of the EI Team, partners and allies
2. Work on policy, legal and regulatory issues as identified by the EI RPC
3. Participate in targeted lobbying with key actors such as donors, authorities and the private sector

Qualifications

Education

A degree in development, social or environmental science, or other relevant fields;

Experience & core competencies

Required

1. At least 5 years experience with considerable field experience in community development;
2. Strong understanding of social and/or environmental justice, rights and globalization issues.
3. Strong understanding of and analytical skills on sustainable development issues.
4. Experience in conducting or facilitating participatory dialogue processes at community levels.
5. Experience in working with government line ministries.
6. Experience in research and advocacy.
7. An excellent command of written and spoken English.
8. An excellent command of written and spoken Vietnamese.
9. Excellent computer skills

Core Competencies

1. Proven ability and aptitude to learn quickly;
2. A team player who works well in a multi-cultural environment, communicates readily and shares learning with colleagues, partners, beneficiaries and officials;
3. Ability and willingness to undertake extensive travel in the provinces;
4. Ability to produce quality work under pressure.
5. Confidence to work alone but to judge when help is needed or there is an opportunity to share learning.