

INTERN FOR WOMEN’S RIGHT

& GENDER JUSTICE PROGRAMME

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| JOB DETAILS |
| **LOCATION:** Hanoi, Vietnam | **CONTRACT TYPE:** Fixed term - 1 year |
| **INTERNAL JOB GRADE:** N/A | **DEPARTMENT and TEAM:** Goal 1 |
| **Allowance:** VND3,000,000/month, plus lunch allowance and accident insurance. | **HOURS (FTE):** 37.5 hrs per week |
| **COMMITMENT TO DIVERSITY AND INCLUSION** We are committed to ensuring diversity and gender equality within our organization. |
| Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. There are currently 21 member organizations working in 87 countries. We have 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. 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 aims to influence the current growth-based development model to shift to a Human Economy Development Model, putting people and the planet before profits.All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](https://www.oxfam.org/en/explore/how-oxfam-fights-poverty)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*.* **JOB PURPOSE:** Oxfam in Vietnam is seeking a motivated fresh graduate to fill in the position of Intern for Women’s right and Gender Justice. The intern will work under line management of the Programme Manager. |
| **ROLE REPORTS TO** | Programme Manager |
| **ROLES REPORTING TO THIS POST** | N/A |
| **BUDGET RESPONSIBILITY**  | N/A  |
| **KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)** * 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.
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| 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**](https://oxfam.box.com/s/yfy4iyac8ulvoc01rkdg51awssv7ie1x)**)**
* **Ensure you commit to our ORGANIZATIONAL ATTRIBUTES (including adhering to the Code of Conduct):**
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| **1. Be committed to our** [**feminist principles**](https://compass.oxfam.org/communities/gender-justice/wiki/feminism-practice)**, 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.** |

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| EXPERIENCE, KNOWLEDGE & COMPETENCIES |
| * Vietnamese citizen, University degree
* Basic understanding of gender issue;
* 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.
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**SAFER RECRUITMENT:** 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 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 Oxfam recruitment website: <https://career2.successfactors.eu/career?company=OxfamNovibP> by July 04, 2023 at 23:59 ICT.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.