

PROGRAMME INTERN

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| JOB DETAILS |
| **LOCATION:** Hanoi, Vietnam | **INTERNSHIP LENGTH:** 1 year |
| **INTERNAL JOB GRADE:** N/A | **DEPARTMENT and TEAM:** Goal 2 |
| **Stipend:** We provide a monthly stipend plus accident and health insurance | **HOURS (FTE):** Full-time (1FTE) |
| **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 81 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.**DEPARTMENT PURPOSE:** 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 can hold the government accountable.**TEAM PURPOSE**: As part of the Good Governance programme, the objectives of projects are to contribute to strengthen the rule of law in Vietnam through a more reliable, trusted and better accessed justice system. The specific objective is to increase access to justice for vulnerable groups, in particular women, children, ethnic minorities and poor people. **THE INTERNSHIP PROGRAMME:** Oxfam offers an internship programme for young Vietnamese graduates who are passionate about Oxfam's mission of working with others to overcome poverty, suffering and injustice. Selected interns will have an opportunity to watch and to learn how to perform some basic admin, finance, and programme tasks in the organization. Intern will also receive regular coaching and mentoring on technical programme management and behavioural competencies. After the internship, they will gain essential office, admin, finance, and programme management skills and will gain invaluable working experience that benefits their future employment. Intern will also have an opportunity to take number of training opportunities in Oxfam. They will be coached by Programme Officer and other members. |
| **THE INTERN WILL BE REPORTED TO** | Senior Programme Manager - Governance |
| **INTERN WILL BE COACHED BY** | Programme Officer and Programme Administrative Officer |
| **AREAS OF LEARNING:**Administrative, finance and program management skills:* General administrative skills including filing, sending and circulating mail, scanning, photocopying, travel booking, and preparing finance/payment documents;
* Interpretation and translation skill (letters and project documents);
* Taking notes and preparing meeting minutes skills;
* Logistical arrangement skill in the organization such as logistic arrangement for trainings, workshops on capacity building for grantee, and field trips;
* Storing information skill for project Monitoring and Evaluation
* Other skills if relevant.

Communication skill and learning:* Communication skill while working with Oxfam staff and partners (contact programme partners, consultants and other stakeholders in relevant activities).
* Opportunity to join learning events in Oxfam
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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 |
| **ESSENTIAL** * **Self-Awareness**
* **Relationship building**
* **Agility, Complexity, and Ambiguity**
* **Listening**
* **Mutual accountability**

**In addition:** * University graduate; graduate with background in law, public administration or social development isan advantage;
* Very good spoken and written English and Vietnamese;
* Good computer skills (MS Word, MS Excel, Ms Outlook, PowerPoint);
* Good communication skills;
* Ability to work independently as well as in the team;
* Strong motivation for learning about development work;
* Willingness to travel, if required.
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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:**

Fresh graduates who are passionate about learning and experiencing the development sector are highly motivated to apply for this position. All applicants should apply through the Oxfam recruitment website:
<https://jobs.oxfamnovib.nl/job-invite/13392/>

by April 02, 2024, at 23.49 ICT.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.