

Programme Officer - Governance

CAREER OPPORTUNITY:

Oxfam is a world-wide development organisation that mobilizes the strength and voice of people against poverty, inequality and injustice. Oxfam's vision is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally. We are a confederation of 18 Oxfam organisations working together in more than 90 countries. Oxfam works with partner organisations and alongside vulnerable women and men to end injustices.

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 marginalised women and men, and ensure that all citizens have the same opportunity to enjoy their rights.

We are looking for an experienced and dynamic national candidate to fill the following position:

PROGRAMME OFFICER - GOVERNANCE

Reference number: POGOV170201

The post is a fulltime, fixed-term, one year contract with possible extension, based in Hanoi but with frequent travel.

The Role:

To work 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.

Report to: Programme Manager

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- 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.

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 Governance issues and related themes, especially public administration reform 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.

Gross Annual Salary Range: VND 343,685,322 – VND 549,896,515

The closing date for application: 6th March 2017

How to Apply: Interested candidates can send your application including motivation letter and curriculum vitae and mentioning reference number POGOV170201 to HR.Vietnam@oxfamnovib.nl.

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

Oxfam is an equal opportunity employer