

Humanitarian relief is one of Oxfam International's priorities to reduce suffering and save lives. Working with others, the Oxfam Humanitarian Programme supports the government and communities to reduce disaster risks, improve emergency preparedness, coping capacities and skills to minimise the negative impact caused by disasters.

The Oxfam International Humanitarian Programme in Vietnam is looking for an experienced and highly motivated person to fill the position below:

PROGRAMME OFFICER – Humanitarian Programme

(Reference number: INT2580). The post is offered on an open-ended contract, based in Hanoi with frequent travel.

Job purpose: To implement emergency preparedness, emergency response and recovery, climate change adaptation and mitigation projects, and to get involvement in inter-agency coordination mechanisms, advocacy for humanitarian standards and accountability issues.

Reports to: Programme Coordinator – Oxfam international Humanitarian Programme

SKILLS AND COMPETENCE:

- ◆ Vietnamese national.
- ◆ University degree, preferably social science, related field or/and management
- ◆ At least 5 years proven experience of managing development and humanitarian programme/project with NGOs or international development organisation is preferable.
- ◆ Proven experience in programming work at grassroots level, especially experience in application of participatory approaches
- ◆ Sound experience in resource management e.g. people, finances, assets
- ◆ Good understanding and practical experience in application of equity issues (Gender and diversity)
- ◆ Familiar with advocacy work at local and national level.
- ◆ Strong written and spoken English and Vietnamese
- ◆ Research experience will be an asset.
- ◆ Good computer skills (writing and spreadsheet programs)
- ◆ Able to travel (50% of total time) to programme/project areas. Able to relocate to field-based up to 3-4 months as required

Closing date for applications: 5pm, March 9th 2008

Gross Annual Salary Full Range: US\$ 8,200 – US\$ 15,250

The Job Profile, Application Form can be obtained online at: <http://www.oxfam.org.uk/jobs> (page Work with us - Current Vacancies, type the given above Reference number. Application Form is under article "MORE INFO"). Please quote the reference number in the application.

Oxfam offers ongoing career development and learning opportunities as well as attractive benefit package. Interested applicants please send a cover letter in English, completed Application Form, and copies of relevant degrees to:

Oxfam Great Britain, Floor 9, 16 Mai Hac De, Hanoi
Email: hanoihr@oxfam.org.uk

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

Oxfam GB is an equal opportunity employer