



Oxfam in Vietnam vacancy

PROJECT MANAGER: HUMANITARIAN & RESILIENCE



Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

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

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

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.

The Role

To ensure effective delivery of Oxfam Humanitarian and Climate Resilience strategy and related projects through provision of well implementation and coordination in close co-operation with key actors to achieve policy, attitude and practice change towards improved emergency preparedness, response and recovery as well as enhanced climate resilience.

This job is a combination of two main responsibilities:

- Humanitarian: to manage and coordinate the work of Oxfam in Vietnam on emergency preparedness, emergency response and recovery (about 40% of the role).
- Climate resilience: to contribute for the strategy development and implementation of Oxfam in Vietnam's climate resilient programming (about 60% of the role).



Contract: Fixed term, two years contract with possible extension

Reporting to: Senior Program Manager

Based in: Hanoi with frequent travel

Key responsibilities:

Humanitarian:

- Lead the process to review and update Country Contingency Plan annually.
- Scan emergency early warning signals; Communicate with partners, provincial CFSC/ Red Cross and related stakeholders; Conduct rapid and in-depth assessment along with Disaster Management Working Group, UN Clusters, Government departments, Oxfam Affiliates etc., Write assessment report, project proposal, situation report, and share the reports with greater audiences.
- Lead Emergency Response Team, Rapid Assessment and Emergency Response operation project relocating in project areas for about 2-6 months if necessary.
- Ensure that project activities follow Oxfam's standards and policy guidelines, including financial and human resource management.
- Monitor project progress, undertake impact assessment, write case studies of emergency responses.
- Produce reports (concept notes, situation report, monthly report, interim and final report) and other support material for donor reporting as required; Arrange project evaluation, periodical reviews and assessment when necessary.
- Implement emergency preparedness capacity building plan, develop tools, assess partner's capacity, develop and implement plans for developing partner capacity.
- Represent Oxfam in relevant working groups (e.g. Disaster Management working group, CCFSC), cooperate with alliances at national level and provincial authorities to advocate for improved coordination, humanitarian standards and accountability issues.
- Being a security focal point for Oxfam in Vietnam

Climate resilient programming:

- Contribute to develop a strategic approach and models to expand Oxfam in Vietnam's programming on Climate Resilience and DRR especially in agriculture sectors;
- Contribute to the development of funding proposals on related theme with active engagement and discussions with partners, relevant Oxfam affiliates, and other stakeholders;
- Participate in the surveys, research and studies on climate change for program/project development and implementation.
- Coordinate and implement the projects under Oxfam resilience theme including project planning and budgeting, identifying and maintaining direct contacts with partners, monitoring and supporting partners in project implementation and their organizational capacity development, and overseeing project financial management;
- Be responsible for identifying, organizing, facilitating and if needed monitoring the capacity building processes for partners and other stakeholders to strengthen the effectiveness and implementation of programs and lessons learned;
- Contribute to develop technical guidance for project interventions and provide direct technical support to other teams and partners on climate resilience and DRR tools and approaches.
- Promote and ensure integration of climate resilience and DRR in all relevant Oxfam in Vietnam programs and projects.



- Develop and maintain partnerships with key national and regional partners/networks to raise awareness and advocate for appropriate policies with relevant bodies in Vietnam and in the region on inclusive and sustainable climate actions.
- Contribute to documentation, systematization of lessons learnt and knowledge management in climate resilience and DRR at national and regional levels in the relevant Oxfam network;

Skills, experience and knowledge

Essential

- University degree/post graduate in relevant majors, preferably climate change, environment study or social science
- Substantial knowledge about emergency and climate resilience/DRR and familiarity with innovative approaches to address the related problems.
- Substantial working experience with development programmes in Vietnam.
- Experience and skills in planning, developing, managing and monitoring development programmes/projects (including design, capacity building, partnership management, fund raising, report writing, monitoring and evaluation, knowledge management, advocacy, inter-agency networking and coordination etc.); Experience in resource management e.g. people, finances, assets.
- Strong conceptual, analytical and strategic thinking; Ability to analyse development context and driving factors; Ability to 'think politically' by understanding motivations, pressures and challenges faced by different actors; Ability to influence others.
- Good communications, presentation and facilitation skills; High level of written and spoken English and Vietnamese.
- Outstanding social and intercultural skills.
- Good computer skills (writing and spreadsheet programmes).
- Willingness to travel to remote areas of Vietnam.

In addition, you need to

- Be a team player;
- Have good social and interpersonal skills;
- Be able to work across boundaries and enable cooperation among different groups/actors;
- Be able to work under pressure in response to changing needs.

Gross Annual Salary Range: VND478,755,174 – VND718,132,761

How to apply

Interested candidates can send your application including motivation letter and curriculum vitae and mentioning reference number PMHUM190701 to HR.Vietnam@oxfam.org.

The closing date for application: 18th July 2019

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

Oxfam is an equal opportunity employer