OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**POLICY, ADVOCACY AND CAMPAIGNS MANAGER**

Reporting to Oxfam Country Director

Internal Job Grade C1

Contract type One year fixed term contract, with possible extension

Location Juba, South Sudan

Staffs reporting to this post Policy Lead; Media & Communication Lead and policy researchers.

Total Workforce 300+

Country Budget 20 Million Euro

**Job Purpose**

The Advocacy and Campaigns Manager will take overall responsibility for managing the delivery of the strategy across Oxfam International (OI), playing a ‘project manager’ role to complement the ‘expert practitioner’ roles played by the policy and media leads.

The Advocacy Manager will support Oxfam’s efforts to design and implement advocacy strategies to better meet the needs of South Sudanese civilians affected by conflict and humanitarian disaster.

This additional management support by the Advocacy and Campaigns Manager allows in-country policy and media and communication leads to focus on analysis and material development rather than on managing, monitoring and evaluating a complex global media, lobbying and comms operation.

**South Sudan Context**

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2018, the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 600,000 people across South Sudan with life-saving sustainable assistance. Oxfam programme currently operates through field bases in Lankien, Akobo, Pibor, Wau, Rumbeck, Twic East, Malakal and Juba and through partners in Torit and Kapoeta. Additionally, Oxfam has the capacity to respond nationwide to humanitarian emergencies through its Emergency Preparedness and Response team.

Oxfam is working on WASH, EFSVL, Protection, Governance, Education, Gender Justice and resilience programming. Oxfam will continue increasing the work through partnerships where possible and increasing the number of women’s rights organizations partnered.

Responsibilities and Accountabilities

**Expectations for the position:**

* The incumbent will work independently and effectively with minimal supervision and with flexibility to achieve the deliverables of the position.
* S/he will stay abreast of professional standard, trends and issues affecting this set of responsibilities, demonstrating continuous learning of the field.
* S/he will work effectively and collaboratively in support of building a team-based culture of work, will perform all duties appropriately for a multi-cultural environment, treating all persons with dignity and respect, and will be familiar with and committed to Oxfam International and Oxfam affiliates mission and goals.

**Management**

* Act as overall manager for the South Sudan advocacy response, providing humanitarian advocacy leadership, and working with policy and media & communication colleagues to ensure positions and messages on related issues such as long term response, gender, and protection are consistent and coherent.
* Plan and ensure delivery of an appropriate range of advocacy activities to convey Oxfam’s positions and messages to prioritise advocacy targets and media outlets.
* Directly line manage, support and coach the Media and Communiaiton Lead and the Policy Lead in South Sudan, using the Oxfam performance management system, including using the behavioural competencies.

**Strategy Development and Implementation**

* Lead the development of Influencing strategic plan, including for advocacy and policy research, on humanitarian and conflict-related issues in South Sudan.
* Monitor and analyze developments in country in collaboration with the advocacy, policy, media and communications team and thematic technical coordinators and share this information with the broader Oxfam International team through regular SitReps, email updates, teleconferences, and briefing notes.
* Support the development of policy analysis on emerging crisis situations to inform Oxfam positioning and planning.
* In the event of emergencies, assess needs and potential risks and impact of Oxfam advocacy, and design and implement short-term advocacy strategies and action planning.
* Work closely with colleagues in Oxfam and national and international civil society to ensure new developments are monitored and communicated in a timely fashion to ensure information can be used by both advocacies, regional and international.
* Develop and implement advocacy activities, aligned with the strategic plans, in Juba and State Capitals.
* Liaise with Oxfam humanitarian and development teams and the thematic technical coordinators (protection, gender, governance, EFSL, WASH, education, partnerhsips), the Protection Cluster, UNMISS, and the Government of South Sudan on issues concerning civilian protection.

**Advocacy and External Relations**

* Co-ordinate with Oxfam teams and affiliates to share information to support advocacy in lobby capitals and ensure affected people receive timely adequate assistance.
* Support the Policy Lead in the production of regular briefs on the humanitarian impact of ongoing conflict and instability in South Sudan for use in global capitals.
* Work with the Humanitarian and Development teams to generate communication materials on lessons learnt from programme work for advocacy and fundraising.
* Provide analysis when requested and assist media work and contribute to materials for use on Oxfam websites about Oxfam programming.
* Support local partners’ capacity building on areas of policy, advocacy and campaigning.
* Act as spokesperson for Oxfam South Sudan as required.

**Skills, Experience & Knowledge**

**Essential**

* Master’s Degree in International Affairs/ Public Policy/ Development Studies/ Government with focus on conflict and security/ humanitarian affairs/ governance/ risk management.
* Substantial work experience in advocacy, development/ humanitarian response, or international affairs.
* Previous humanitarian work experiences, project management, and coordination skills required.
* Understanding of humanitarian response, disaster risk reduction, complex humanitarian emergencies, conflict resolution strategies, and international human rights/ humanitarian law.
* Ability to think and operate strategically and creatively.
* Lobbying and political skills: persuasive, diplomatic and articulate.
* Experience with media and making public statements and presentations.
* Flexible, self-starter, sense of humour, team player, attention to detail.
* Ability to communicate clearly and work independently yet cooperatively in a cross-cultural setting with a number of long distance working relationships.
* Computer Literacy.
* Fluent in English, written and verbal.
* Initiative, influencing skills, self-awareness, ability to work effectively with others and critical analysis skills.

**Desirable**

* Arabic skills, other local languages highly desired.
* Understanding of and familiarity with Oxfam standards, change goals, policy, lobbying and campaigning strategies and tools.

**Behavioral competencies (based on Oxfam’s Leadership Model)**

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| **Practice Category** | **Leadership Practice** | **Description** |
| Self | Self-Awareness | We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviours to control and channel our impulses for good purposes. We self-moderate appropriately to different context thereby optimizing our ability to achieve goals. |
| Humility | We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organisation. We work to achieve goals together not just individually. |
| Seeing the ‘big picture’ | Vision Setting | We have the ability to identify and lead visionary initiatives that are beneficial for our organisation and we set high-level direction through a visioning process that engages the organisation and diverse external stakeholders. Clarity in our communication of vision allows others to focus on delivery and their contribution to the wider changes we seek. |
| Systems Thinking | We view problems as parts of an overall system and our contributions to change in relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage intended and unintended consequences of organisational decisions and actions. |
| Strategic Thinking and Judgment | We use judgment, weighing risk against the imperative to act. We make decisions consistent with organisational strategies and values |
| Agility, Complexity, and Ambiguity | We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways. We develop strategies to maximise adaptability and agility, encourage forward thinking, new ideas and learning from experience. |
| Relationship Skills | Listening | We are good active listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences. |
| Influencing | We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner. |
| Relationship Building | We understand the importance of building relationship, within and outside the organisation. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation. |
| Enabling | We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We give more freedom and demonstrate belief and trust, underpinned with appropriate support. |
| Ability to Deliver results | Mutual Accountability | We can explain our decisions and how we have taken them based on our organisational values. We are ready to be held to account for our actions and how we behave, as we are also holding others to account in a consistent manner. |
| Decisiveness | We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs. We recognize that decisions may not always lead to the results we seek but enable us to continually learn and improve. |