



OXFAM
Thong Ping Area
Opp. John Garang
International School
P.O. Box 239 Juba

External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty and injustice. Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via eleven area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal.

Position: Humanitarian Programme Manager
Location: Juba
Grade & Level: CZ1 Global
Contract Type: Fixed Term
Number of post: 1

KEY RESPONSIBILITIES:

Dimensions

Relationships

External:

- Representation in coordination meetings and external relationships, liaise with donors for emergency response funding and partners when required and work in close relationship with local actors including local authorities.
- Impact and influence with point departure in the programme areas and/or external public.
- Involve in influencing work and take part in public campaigns based on agreed plan of action and objectives.

Internal

- Impact and influence within their own team and in other parts of their program area
- Working closely with and providing strategic guidance to colleagues in the Country team and with specific responsibility for emergency response teams (ERT), the post-holder will have strong cross organizational relationships with various work groups including resilience and development manager, advocacy & policy staff, MEAL, partnerships and programme quality, funding other technical units and business support/finances. Effective monitoring of

emergency response budget and spending, utilization of budget monitoring variation in the OPAL system

- Support Partner Affiliate (PA) engagement in the above-mentioned subject areas

Decision making

- The post holder will be expected to pursue manage and oversee the implementation of currently funded activities under the emergency response portfolios, while also actively pursuing fundraising opportunities for humanitarian programmes within agreed parameters and in agreement with line / matrix managers.
- Leads on recruitment and management of staff in his/her team. Makes day-to-day decisions to guide the implementation and smooth running of the humanitarian programmes she/he is managing. Ensure development of yearly budgets and closely follow up on spending
- Management tasks and problems are diverse and complex and involve a significant degree of risk management (financial, and brand / reputation).

Analytical skills

- Expected to produce, assimilate, analyse, and use programme information from varied and diverse sources to provide in-depth analysis in the specific programme unit and work with initiative and innovation, using analytical skills and own judgement to recommend high level humanitarian programme and funding decisions in consultation with a wide range of country team and partner organisations

Developing self and others

- The post holder is expected to work independently with limited supervision, providing leadership and influencing strategies within his/her management and ensuring the upholding of humanitarian standards, strengthen safeguarding including child safeguarding principles and Oxfam's code of conduct and partnership principles. Being able to effectively manage from a distance as well as to influence decisions of colleagues at a range of seniority levels is important. S/he works with his/her team and across own team boundaries to achieve shared goals, tackle challenges and celebrate successes as a team. Capacity building of national staff is of paramount importance.

Competency profile

Build partnerships

Manage teams, involving others in discussing how to take work forward, helping people feel part of the team and treating everyone equally. Influence others to develop shared understanding and work cooperatively and collaboratively towards common goals where there are different personal or organisational agendas. Develop and maintain new relationships with individuals and organisations to further Oxfam's aim. Work towards accelerating localisation through the strengthening of local and national organisational leadership of humanitarian response. Demonstrate the ability to influence, engage and challenge appropriately to gain the necessary commitment and support from diverse stakeholders in pursuit of organisation value.

Communicates effectively

Reflect the needs of different audiences, adapting style, media, timing, and pace to communicate effectively, show understanding of how personal and external factors affect others' communication style and needs and seek to manage these differences to ensure that all voices are heard, clarify expectations, and anticipate others' interests and potential issues, to help them get involved. Listens to and values the perspectives of others and challenge their own to get the best outcome for team and organization.

Accountability

Accept accountability internally and externally for the effective use of resources, look for ways to achieve more effective outcomes by using existing resources in a new or different ways, manage resources and workloads to ensure your own and others' goals are achieved. Holds self and others accountable to achieve the highest standards of integrity. Consistent and fair in the treatment of people. Recognise and value differences in people; be ready to challenge assumptions, beliefs or attitudes in self or others, manage expectations and adhere to what's agreed, by doing what you say you're going to do

Achieving results

Lead in creating plans with key milestones and measurable outcomes: track progress and adjust to meet the objectives, ensuring others are aware of changes and reasons for them. Ensure individuals and teams understand and agree to work to the overall goals, specific objectives, and quality standards. Make recommendations or decisions in the best interest of the Oxfam, involving others as needed both within and beyond your work area. Be willing to take action or make recommendations or decisions in difficult or ambiguous situations. Commit to your decisions and be accountable for them. Show willingness to adapt if your initial decision did not produce the expected result. Creates a climate of continuous improvement, open to challenge and new ideas. Articulates a clear purpose for staff and sets high expectations

Realising potential

Show continuing commitment to your own professional and personal development. Use coaching and mentoring skills to support others to develop and encourage others to give their best by discussing goals and aspirations and recognising achievement. Provide an appropriate level of supervision according to need; know when to provide help and when to give others space to learn. Give constructive and timely feedback to others on difficult or contentious issues. Deal with poor performance directly and sensitively, seeking appropriate and timely advice and support if needed. Seek feedback from others to learn and improve.

Continuous improvement

Be open to suggestions, able to evaluate the benefits and risks of new ideas and ways of working and identify ways to reduce risk. Find and implement ways to better support internal knowledge- and information-sharing. Coach others on dealing with change. Seek and evaluate a range of viewpoints, internal and external, about how could do things better or differently.

SKILLS AND COMPETENCIES:

- Graduate Degree from a recognised University/college in international development, Public Health, Social science, management, or any other related area that can bring added value to the job.
- Experience managing large humanitarian programmes, and an understanding of relevant issues, especially in a conflict setting
- Relevant experience of 7 years for Post graduate holders, or 10 years + for Degree holders, including budgeting, planning, programme cycle management, preferably in an international NGO out of which at least 5 years should be supervisory/managerial experience
- Proven programme and project management skills including planning, monitoring, evaluation, budgeting, proposal development and report preparation.
- Experience of using accountability practices and standards through the project life cycle.
- Experience from working in partnership with CSOs and community groups
- Strong skills and experience in capacity-building of staff and partners, including coaching and on-the-job training
- Commitment to humanitarian principles and action and understanding and experience of humanitarian standards and accountability initiatives, including Sphere, People in Aid, NGO/Red Cross Code of Conduct, CHS etc
- Experience from managing education programmes
- Knowledge of gender, wash and the livelihoods approaches in emergency and recovery.
- Professional experience living and working in disaster/conflict affected countries.
- Experience of strategic planning and management of large and complex budgets.
- Experience of distance management of staff.
- Excellent communicator with strong written and reporting skills, and an excellent ability to influence verbally to persuade with diplomacy and tact
- Experience in fast-paced and difficult emergency contexts
- Adaptable in approach to work with a willingness to work under pressure in a demanding environment
- Initiative and motivation to work independently and develop solutions to problems. Highly flexible in style with the ability to produce creative and pragmatic solutions to complex problems

Desirable

- Knowledge of health promotion, community water supply, sanitation, EFSVL/Cash, protection, and gender. Experience of working in South Sudan or in another conflict programme

Deadline for submission of applications is 16 October 2022. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk

NB: This position is open to all South Sudanese Nationals and women are strongly encouraged to apply.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will

do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of vetting checks.