

DEPUTY DIRECTOR OF PROGRAMMES

JOB DETAILS

DIVISION: Operations	TEAM: Country Senior Management Team(SMT)
LOCATION: Juba, South Sudan	CONTRACT TYPE: Fixed Term
GRADE: C zone 1	JOB FAMILY: Programme
SALARY: Choose an item. As per Oxfam's salary scale	HOURS: 40 Hours per week
<p>TEAM PURPOSE: To ensure the Oxfam Programme in South Sudan has the management, technical and logistical capacity to develop and implement strategic education, resilience, peacebuilding, and humanitarian programming with required quality, while facilitating close coordination and linkages with and other technical areas e.g., partnership, protection, and gender equality.</p> <p>JOB PURPOSE:</p> <ul style="list-style-type: none"> To strengthen Oxfam's response to the ongoing humanitarian crisis and conflict, resilience and development programs in South Sudan through administrative and technical support to humanitarian, resilience and development programme staff and partners in the field specifically in the education, resilience, peacebuilding, and humanitarian components of the country strategy and further specified in the annual country operational plans Responsible for designing, developing, implementing, managing, and coordinating effective and appropriate, resilience, peacebuilding, and humanitarian interventions and additional projects as agreed with DCD Programmes. 	
POST HOLDER REPORTS TO	Director of Programmes
JOBS REPORTING TO THIS POST	Area Program Managers; Response Manager, Project Managers
BUDGET RESPONSIBILITY	Yes (Annual budget up to Euro 20 million)
<p>KEY RESPONSIBILITIES</p> <p>Programmatic</p> <ul style="list-style-type: none"> Provide effective leadership in particular quality programming working with Program Managers and coordinating with technical coordinators and technical managers (WASH, EFSL, Gender, Protection, Partnership, Education coordinators and program quality manager) pulling together an Oxfam humanitarian, resilience and development response in a nexus approach. 	

- Manage and oversee the implementation of all currently funded projects, while also actively pursuing fundraising opportunities for programmes within agreed parameters and in agreement with line / matrix managers.
- Supporting the Deputy Country Director- Programs (DCD – P) to manage humanitarian, resilience and development projects and monitoring, analysing the risks and humanitarian situations in Field Bases with Area Program Managers, project managers. Ensure high quality programmes management in the areas of operation working closely with APMs.
- Ensure proper program transition and segregation of the projects during the transition phase from emergency to resilience and development, working closely with Response manager, APMs and partners for smooth transition of humanitarian projects being implemented through partners.
- Write and manage budgets according to Oxfam and donor guidelines and ensure appropriate reporting.
- Clearly and regularly communicate to the teams, the DCD Programs about the program’s situation and context.
- Gap filling DCD Program absence

Management

- Participate in resource mobilization, oversight and implementation of projects and negotiation of appropriate resources in collaboration with the APM and Project Manager.
- Support the implementation of the programmes including quality control (especially ensuring equity), negotiation with local partners, financial management, documentation, monitoring and evaluation, reporting etc
- Ensure implementation of Oxfam operational policies, procedures and guidelines, especially gender equity, in all aspects of Oxfam’s work. With support from technical advisors and programme service staff as needed.

Capacity Building

- Implement Performance Management with all Area Program Managers. Including objective setting, performance review and personal development plans. Ensuring all aspects of Oxfam work in SSD e.g. programme themes and aims, gender equity and advocacy are reflected in your own and staff objectives.
- To co-ordinate the appraisal and monitoring of Oxfam’s partners’ response capacity and co-ordinate capacity building activities for all parties involved in order to achieve the objectives set in the resilience and development strategy

PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY and EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

1. BE COMMITTED TO OUR [FEMINIST PRINCIPLES](#), AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR

2. BE COMMITTED TO UNDERTAKING OXFAM’S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.

GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY."	
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EXPERIENCE, KNOWLEDGE & COMPETENCIES

<p>Essential:</p> <ul style="list-style-type: none"> • Relationship building • Communication • Accountability • Results oriented <p>In addition:</p> <ul style="list-style-type: none"> • Graduate Degree from a recognised University/college in international development, Public Health, Social science, program management, or any other related area that can bring added value to the job. • Good understanding of development issues in general with significant knowledge and experience in project and programme management in one of the fields of: (a) humanitarian (b)resilience programming (c) sustainable livelihoods and resilience, (d) gender and development; • Proven track record of leading and motivating multi-disciplinary, geographically remote teams and operations across several locations, often in fragile and complex contexts. • Evidence of high level financial and asset management skills to steer the operational budget across a number of locations. • Strong analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable actions and plans • Commitment to Oxfam’s overall aims and policies and experience of promoting women’s rights and those of marginalised people in all aspects of Oxfam’s work in South Sudan • Comprehensive evidence in knowledge and experience of development programmes, humanitarian response and advocacy and campaigning • Knowledge of capacity building, learning and development activities and how to create learning and sharing environment with a strong knowledge management basis • 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
<p>Desirable</p> <ul style="list-style-type: none"> • Excellent personal management and communication skills, in written and verbal English, with high impact influencing and persuasive skills and able to use different approaches to achieve followership. Acceptable level of Arabic • Behavioural competencies (based on Oxfam’s Leadership Model)

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).

DBS CHECK REQUIRED Choose an item.

FOR HR USE ONLY

Graded and reviewed by:

Job Title:

Date: