

Together we can beat poverty for good. Will you join us?

# FUNDING ADVISOR

## PROGRAMMES

Closing Date: TBC

Vacancy Type: Fixed term

Vacancy Reference: TBC

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. 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.**

To work with others to find lasting solutions to poverty and suffering, through fundraising.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



## Shaping a stronger Oxfam for people living in poverty.

### ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2015 the organisation consolidated its efforts to meet the needs of the most vulnerable and has reached over 1.2 million people across South Sudan with life-saving sustainable assistance. The Oxfam Humanitarian and Development programme currently operates through 12 field bases in the former Jonglei State (5 bases), Unity State, Upper Nile State, Western Bahr El Ghazal State, Lakes State, Central Equatoria State, Eastern Equatoria State, and Upper Nile State.

### OUR TEAM

Support the Country Funding Coordinator (CFC) to grow the income and partnerships at the country level, and ensure strong proposal development (narrative, budgeting and alignment within the relevant frameworks). To work effectively and efficiently to help the CFC and CD in managing restricted and unrestricted funding, enabling implementation of defined areas of work in country programme; ensuring quality and consistency in relationships with donors and management of partners; and supporting programme teams in managing and reporting their funds.

### JOB PURPOSE

To support Country Funding Co-ordinator in co-ordinating fundraising and grant management for South Sudan programme. To support and capacity build the programme teams and country office in planning securing and managing restricted (institutional) funds. To contribute to the development and maintenance of good working relationships with donor organisations and thereby maximise income from these sources.

### WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

This role is pivotal to promote Oxfam's branding in county. The postholder will provide Programme technical advice and expertise across the country to ensure we have the right people in the right place at the right time and all staff feel supported to do their work. Staff on this role ensure that Programmes helps to develop a culture of trust with better understanding of Oxfam policies and procedures.

## CORE DETAILS

**Location:** Juba, South Sudan

**Salary:** Competitive salary package

**Internal Grade:** C2 Global

**Division** International **Job Family:** Fundraising

**Contract type:** Fixed Term.

**Hours of work:**



**40 hours per week.** This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

**This role reports to:** Business Development Manager

**Staff reporting to this post:** Funding & Systems Compliance Officer

**Annual budget for the post:**

**Key relationships/interactions:** OXFAM South Sudan Senior Management Team (SMT);

**Screening checks:** All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

**References:** Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.

**DBS checks (for roles based in the UK):**

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

## KEY RESPONSIBILITIES

### Dimensions include:

- Works under day to day supervision of Country Funding Co-ordinator
- Required to work to meet external deadlines e.g. donor reports and proposals submission as well as responding timely to requests from internal and external stakeholders. The ability to plan ahead is essential given the need to make sure donor reports and proposals are submitted according to schedule and with quality.
- Provide technical support, advice and training to the wider country programme staff on effective proposal development, contract management and donor compliance.
- Track and monitor the country programme pipeline and provide regular updates to the senior management team on secured, likely and possible income for the current and future years
- Responsible for quality control of funding processes and communications i.e. acts as last quality assurance point before CD signoff and external circulation.
- Problems encountered are of a diverse nature, but quite often tried and tested solutions exist which requires interpretation and application.
- Makes recommendations to Country Funding Co-ordinator and CD on fundraising decisions with significant impact on country programme's ability to raise restricted funds.
- Creativity and innovation required in presenting Oxfam work to external agencies/donors in a way that is both appealing and persuasive to attract funding.
- Uses verbal and written means of communicating with both internal and external audiences requiring high level of tact and diplomacy.

### KEY RESPONSIBILITIES

#### *In-country fundraising and proposal development*

- Work closely with the Country Funding Co-ordinator, CD, programme teams and support services teams to create and secure country funding strategy. Support programme staff with specific initiatives and processes to secure programme funding, including the effective utilisation of funding information systems
- Support Country Funding Co-ordinator to identify and develop opportunities with existing and new donors and funding mechanisms, and maintain strong relationships with existing donors, building interactive relationships and matching the "Oxfam offer" to their particular interests and expectations.
- Coordinate development and submission of donor proposals. This requires working closely with programme staff in order to advise and support them to understand and meet donor funding requirements.

#### *Management of restricted funds*

- Review and submit donor financial and narrative reports, ensuring consistency, accuracy, clarity, and timely submission in compliance with Oxfam policies and procedures as well as donor contractual requirements, and work with programme and finance staff to continuously improve the quality of donor reports.
- Working with programme/finance/logistics staff to improve understanding, visibility, and clarity around donor contractual requirements, including facilitating donor budget monitoring and timely intervention.

- Support programme staff to efficiently plan and utilise diverse income, including preparation and submission of proposals and reports

#### *Information and systems management*

- Maintain restricted funding information systems and records on donor contracts and income data on shared drive
- Develop and maintain comprehensive, up to date and user-friendly filing systems for contracts and other documents, maintaining a complete and clear audit trail of proposals, contracts, donor reports, donor visits and feedback, meetings etc.
- Provide training and support to programme and other staff on the use of funding systems and procedures including support on completion of internal procedures and forms.
- Provide regular management information on the status of donor contract management and country funding strategy objectives and targets and contribute to monthly and quarterly regional funding reports particularly on compliance and system maintenance issues.

#### *Other*

- Support OI Funding Coordinator with strengthening the capacity of colleagues and partner staff across the country in the planning, securing, and managing of unrestricted and restricted funds.

### **SKILLS AND COMPETENCE:**

#### **Essential:**

- Post-graduate degree from a recognized university/ college in a relevant field, Relevant experience in a similar position for a minimum of 2 years for Postgraduate degree holders or 3+ years for Bachelor's degree holders, in an international NGO or UN agency in a similar context.
- Experience with identifying fundraising opportunities preferably for NGO's and a good track-record of successfully acquired funding and donor-compliant implementation of programs.
- Strong experience in managing donor contracts, in particular from institutional donors, such as ECHO, EU, OFDA, Sida, DFID, AusAID, UN agencies etc
- Strong technical knowledge of donor funding proposals and log-frames in thematic area.
- Sound knowledge of institutional and government donors and funding policies
- Sound knowledge and practice of NGO programming in emergencies and/or development environments.
- Good relationship management skills, with strong ability to work and coordinate with other teams in a challenging environment.
- Highly developed interpersonal and communication skills, with experience in external organisational representation.
- Good written skills with proven ability to develop and present proposals, plans and reports, for both internal and external audiences.
- Good research skills with ability to identify and propose successful strategies for identifying and establishing donor opportunities.
- Excellent operational, planning and budgeting skills.
- Self-motivated, rigorous, organised, able to work under pressure and tight deadlines, target driven and an entrepreneurial approach to exploiting fundraising opportunities.
- Good administrative skills and ability to effectively use IT packages eg Word, Excel, Databases
- Strong numeracy and general financial skills
- Ability to work effectively with others in a team situation to achieve expected targets.

- Excellent stress management skills

### **Desirable**

- Experience working/living in South Sudan
- Knowledge of Oxfam GB's internal contract management system
- Knowledge of Arabic
- Willingness to travel to the field
- Ability to work well in a multicultural team
- Excellent communication skills
- Knowledge and experience of Oxfam's program work and systems
- Understanding of South Sudan environment and issues of poverty reduction highly desirable.
- Experience working in a conflict affected/hardship location

PERSON SPECIFICATION	How this will be assessed? <sup>1</sup>			
 <b>Note to candidates:</b> Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct <a href="#">here</a> .	Shortlisting	Interview	Presentation	Other <please specify>
<b>Key Organisational Attributes</b>				
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		x		
Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.		x		
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible		x		
<b>Organisational Values</b>				
<b>Accountability</b> – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions		x		
<b>Empowerment</b> – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen		x		

<sup>1</sup> Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications.

<b>Inclusiveness</b> – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		x		
<u>Oxfam Leadership Competencies</u> <ol style="list-style-type: none"> <li>1. Focus on overall impact of work rather on only department area of operations.</li> <li>2. Getting more familiar with the complex systems and environment.</li> <li>3. Working more and more with teams.</li> <li>4. Understanding and getting familiar with the cross function's linkage and coordination.</li> </ol>	Shortlisting	Interview	Presentation	Other <please specify>
<ul style="list-style-type: none"> <li>• Strategic thinking: Focus on wider system and feed learnings to wider programme</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Strengthening the system: Focus on wider system and feed learnings to wider programme</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Solution Oriented: Solutions to functions problems/challenges support to overall country programs.</li> </ul>		x		
<b>Essential - Experience, Knowledge, Qualifications &amp; Competencies</b>				
<ul style="list-style-type: none"> <li>• Minimum of 10 years of HR/OD Management experience in a leadership position in an international setting with a proven track record and a degree level education (from a recognized university) in a relevant subject.</li> </ul>	x			
<ul style="list-style-type: none"> <li>• Experience of leading and managing conflict resolution.</li> </ul>	x			
<ul style="list-style-type: none"> <li>• Experience of developing and managing budgets.</li> </ul>	x		x	
<ul style="list-style-type: none"> <li>• Ability to reflect and effect a gender and diversity sensitive human resources policy.</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Able to function in high pressure situations while maintaining emotional control.</li> </ul>		x		
<ul style="list-style-type: none"> <li>• Good written and spoken English</li> </ul>		x	x	



• Standard keyboard skills with knowledge of Microsoft suite	x			
• Ability to work cooperatively in a cross-cultural setting, fast-paced and difficult emergency context		x		
<b>Desirable</b>				
• Able to influence and inspire confidence using professional knowledge and expertise		x		
• Understanding of trends and developments in the relevant field		x		
• Proven experience in working in Humanitarian context	x			
• Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		x		
• Experience of developing and working with HR Information Systems	x			

## HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact [recruitmentteam@oxfam.org.uk](mailto:recruitmentteam@oxfam.org.uk)
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

## FOLLOW US



**Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.**

## OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only.

Please use criteria in the 'Person Specification' section to demonstrate your suitability for the role.

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. 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.
<b>Humility</b>	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 organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	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.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their 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 well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	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 behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	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 provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.