OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**PROGRAMME MANAGER**

Reporting to Humanitarian and Development PM

Internal Job Grade C1

Contract type Fixed Term

Location One of several area bases, South Sudan

Staff reporting to this post Team leaders in Area Base (PH, PHP, Livelihoods, Logs, HR and Finance)

Total Workforce 50 staff

Annual Budget 1-3 millon GBP

**Job Purpose**

To manage Oxfam’s specific program or area office in South Sudan

**South Sudan Context**

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 6 field bases in the former Jonglei State (3 bases), Western Bahr El Ghazal State and Jubek State.

Gender justice programming is a mainstream in all the work we do and standalone gender justice projects are being developed. Oxfam works in partnerships where possible and aims to increase partnership with women’s rights organizations in 2020.

Oxfam has got a strong advocacy and campaign portfolio which the bases offices take forward in their respective areas.

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| **DIMENSIONS*** Representing Oxfam to government officials, UN agencies and other NGO staff at field level as appropriate.
* Carrying out ongoing monitoring and providing clear analysis of the long term and humanitarian situation and of the Oxfam response.
* Lead situation assessments and programme need analysis to feed into the program design
* Assist with the development donor funding proposals in line with the country strategic plan in a timely manner.
* Supporting the Country *management* inproviding accurate information and analysis for the development and implementation of current and future Oxfam programming.
* Ensure staff safety and security procedures are monitored, updated and implemented. This will include an analysis of the risks and the threats to staff working on Oxfam programmes
* Provide information to *management* to develop contingency and an exit strategy/sustainability strategy.
* Ensure partner assessments are undertaken and develop strong mechanisms for engaging and supporting the civil society.
* Developing and monitoring project objectives;
* Recruitment of local staff, and management of all staff in line with Oxfam policies, ensuring that they have the necessary induction, training and support as required;
* Succession planning for all staff positions;
* Ensuring narrative reporting and financial accounting as appropriate;
* To ensure that assessments, planning and implementation have gender considerations mainstreamed in accordance with Oxfam policy.
* To ensure that all work is carried out in a way that is sensitive to community needs and gender issues. In particular to promote the full and equal participation of women in all aspects of the work and to ensure that Oxfam's Programme is an opportunity for peace making, rather than community division
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| **BUDGET RESPONSIBILITY: Up to 1-3 million GBP** |
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| **Key Responsibilities:****Leading Programme Delivery and implementation:** |
| * Lead need and situational analysis at the bases and develop innovative project designs (in consultation with Technical coordinators)
* Management of Humaniatarian Interventions and Development programmes in Area. (WASH, emergency and long term livelihoods, Governance, Protection, Education etc.)
* Ensure teams work according to clear workplans, and work within a framework of clear objectives.
* Liaising with government officials, UN agencies and other NGO staff as appropriate;
* Recruitment of local staff, and management of all staff in line with Oxfam policies, ensuring that they have the necessary induction, training and support as required;
* Ensuring that the programme is implemented in a consultative, participative and gender sensitive way;
* Ensure deliver of all the programs is high on impact and spending, in accordance with donor and Oxfam compliances
* Assist the development of donor funding proposals in line with the strategic plan in a timely manner.
* Supporting Country management inproviding accurate information and analysis for the development and implementation of current and future Oxfam programming.
* Provide information to Country managementto develop contingency plans as might be required and strategic plans for the responses.
* To ensure that assessments, planning and implementation have gender and protection considerations mainstreamed in accordance with Oxfam policy.
* To ensure that all work is carried out in a way that is sensitive to community needs and gender issues. In particular to promote the full and equal participation of women in all aspects of the work and to ensure that Oxfam's Programme is an opportunity for peace making, rather than community division.

**Manage Risk for Oxfam:** * Maintain an excellent context awareness, networking with new stakeholders.
* Ensure that budgets are drawn up for all activities, and that costs are kept within budgets, providing a monthly financial summary to the country co-ordination office and quarterly analysis of trends.
* Provide regular, consistently high quality reports on programme and projects by ensuring that proper monitoring is included in all work.
* Manage and monitor finance, administration and logistics systems and procedures.
* Manage security and safety of staff ensuring staff understand and adhere to security procedures.
* Ensure staff safety and security procedures are monitored, updated and implemented. This will include an analysis of the risks and the threats to staff working on Oxfam programmes.
* Ensure staff understand and adhere to Oxfam Code of conduct and all policies governing appropriate behaviour and conduct (Child protection, Exploitation & Abuse)
* Actively implement Oxfam GB’s diversity policies in the recruitment and employment of staff , in also the programme delivering.
* Maintain contact with authorities and other agencies and ensure that Oxfam complies with relevant legislation and that its activity is understood and publicised.

**Communicating Oxfam’s work and contributing to Oxfam strategy:*** Manage Oxfam GB’s contribution to Oxfam International’s work, represent and develop good relationships with official authorities and other agencies, be proactive in ensuring that Oxfam develops and maintains a positive profile.
* Identify and conduct impact assessment initiatives and ensure effective communications about programme impact with stakeholders within and outside Oxfam.
* To remain informed of relevant programme issues and to contribute to wider programme learning.

**Local capacity building*** Drawn up a professional development plan for the staff
* Ensure that performance management is in place and used effectively.
* Give all opportunities of trainings, seminars, coaching in the limits of the budgets for his/her development.
* Ensure particular follow up by giving regular advice, guidance and feedback.
* Provide a regular (quarterly) report of the progress of the agreed development plan to the country programme manager.
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| **SKILLS AND COMPETENCE:**  |
| * Graduate Degree from a recognised University/college in international development, economics, management or any other related area that can bring added value to the job.
* Experience managing humanitarian programmes, and an understanding of relevant issues, especially in a conflict setting.
* Experience of leading program with multiple donors, locations and large staffing
* Awareness and experience of long term development issues.
* Relevant experience of 5 years including budgeting, planning, programme cycle management, preferably in an international NGO out of which at least 3 years should be supervisory/managerial experience
* Experience of working and managing teams in a conflict environment.
* 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.
* 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
* To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, Oxfam International procedures, Oxfam International Code of Conduct.
* Committed to Oxfam International’s non-tolerance to Abuse of any nature and other codes regulating quality of humanitarian assistance.
* 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 multiple donor budgets.
* Strong analytical skills, ability to think critically.
* Good 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). Experience of working in South Sudan or in another conflict programme.

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