

AREA PROGRAMME MANAGER

JOB DETAILS

DIVISION: Operations	TEAM: Programme Implementation
LOCATION: Pibor.	CONTRACT TYPE: Fixed Term
GRADE: C	JOB FAMILY: Programme
SALARY: <i>Competitive</i>	HOURS: 40
FLEXIBLE WORKING We believe flexible working is key to building the Oxfam of the future, so we're open to talking through the type of flexible arrangements which might work for you.	
DIVISION PURPOSE: Partnering across Oxfam GB (OGB) and the confederation, to create an efficient, safe, secure, feminist and partner led working environment, to deliver integrated services and enable organisational evolution based on our values and culture. TEAM PURPOSE: JOB PURPOSE: To manage Oxfam's programme in a specific area of South Sudan	
POST HOLDER REPORTS TO	Line Manager: Humanitarian Programme Manager: Director of Programmes
JOBS REPORTING TO THIS POST	Team leaders in Area Base (PHE, PHP, Livelihoods, Logs, HR and Finance)
BUDGET RESPONSIBILITY	Yes
DIMENSIONS OF THE ROLE <ul style="list-style-type: none"> • 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. • Assist with the development donor funding proposals in line with the country strategic plan in a timely manner. • Supporting the Country management in providing 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

KEY RESPONSIBILITIES

Leading Programme Delivery and implementation:

- Management of Humanitarian 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;
- Assist the development of donor funding proposals in line with the strategic plan in a timely manner.
- Supporting Country management in providing accurate information and analysis for the development and implementation of current and future Oxfam programming.
- Provide information to Country management to 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.

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](#)):

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

- Essentials**
- 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.
 - 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.

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 Yes

FOR HR USE ONLY

Graded and reviewed by:

Job Title: HRBP

Date: 26/06/2024