

**JOB DESCRIPTION****DEPUTY COUNTRY DIRECTOR PROGRAMMES (DCD-P)**

Reporting to	Country Director
Internal Job Grade	B2
Contract type	Two-year fixed term contract
Location	Juba, South Sudan
Staff reporting to this post	Direct: Technical Specialists, Senior Program Manager, Partnership Coordinator, Governance Advisor, Program Managers.
Total Workforce	Approximately 285
Annual Budget	Up to 23 million GBP

**Job Purpose**

As a most senior post below the CD, the DCD-P is a member of the Senior Management Team in country. The DCD-P shares in the overall responsibility for the direction and coordination of the Country Office. The DCD-P in his/her capacity is responsible for implementation of all programming in country, development, resilience and emergency preparedness and response (including DRR). The DCD-P guarantees business continuity in periods of absence of the CD. As a chair of the SMT, in the absence of the CD, the DCD-P has authority to decide on issues on which the SMT members do not reach a conclusion by consensus or vote.

Responsible for development, design and management/monitoring of South Sudan programmes and for ensuring the Oxfam South Sudan programme responds to country development trends. Ensures the proper implantation of programme strategies and plans, maintaining the coordination, linkages and synergies within and between the long term and humanitarian programmes as well as contributing to linking these programmes with influencing and ensuring programme quality. The DCDP will have a direct line report to the CD and be a member of the Country Management Team (CMT) and will work closely with the Deputy Country Director Business Support, Finance Manager, Policy Leads and Funding Coordinator.

**South Sudan Context**

Oxfam has been working in South Sudan since 1983, devoted to empowering people against poverty. In 2021 the organisation consolidated its efforts to meet the needs of the most vulnerable, reduced the number of field bases and has reached over one and half million (1.5m) 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), Lakes State (1), the Central Equatoria State (1), and a roving Emergency Response Team in Upper Nile State responding to Sudan crisis.

Gender justice and safe programming are mainstream in all the work we do. Some standalone gender justice projects are being developed. Oxfam works in partnerships (10 local partners) where possible and aims to increase the number of women's rights organizations partnered to 50% by end 2026.

**Dimensions**

- Required to develop long-term vision and strategic planning to achieve significant impact from major programme units.
- Represents Oxfam corporately and manages and influences significant and high-profile external relationships in specific programme units.
- Helps shape objectives in specific programme units or team/region.
- Provides leadership of specific major program units including setting and leading the delivery of specified programme units and/or team objectives.
- Plans and manages human and financial resources and processes related to specific programme units and/or area of expertise.
- Manages a broad spectrum of programmes or geographies, requiring a variety of competences and skills of the jobholder. Management tasks and problems are diverse and complex and involve a significant degree of risk (financial, security, brand).

- Produces, assimilates, analyses and uses programme information from varied and diverse sources to provide in-depth analysis in the specific programme units or policy area.
- Decision-making is strategic and operational with a high degree of judgement based on specific problem-solving experience, drawing on a range of external and internal factors.
- Works autonomously with significant financial, human resource, security and representational responsibility.
- Is the key decision maker/responsible person for the assigned programme technical units and Area Program Managers.
- Assists the CD in the formulation, organisation and delivery of high-level advocacy and influencing as well as active participation in campaigns. Leads the alignment of programmes with Oxfam priority campaigns and ensures effective harmonisation of planning and management with Oxfam.
- Provides necessary support and leadership for the formulation of fundraising plans and ensures proper reporting and accountability internally and external to multilateral and bi-lateral funders as per guidelines

### **Key Areas of Responsibilities and Accountabilities**

- As a part of the leadership and senior management team in the country, develop strong matrix links with other country programme teams, relevant Oxfam in Africa staff in West, East and Southern Africa, Global Humanitarian Team (GHT), P. Affiliates and relevant International Department staff in order to develop and deliver the Oxfam country strategy.
- Leads the overall program implementation and delegated responsibility for field delivery of high-quality programming in line with Oxfam standards and the objectives of the country strategy.
- Oversee the program proposal process and participate on the strategic level with the Funding Coordinator to ensure that all programs progress in accordance with grant agreements, are completed within time and on budget.
- Leads on conceptualizing and designing cost effective, innovative and high-quality programs to serve difficult to reach beneficiaries with the Deputy Country Director – Business Support and Programme Quality Coordinator.
- Oversight of geographical humanitarian and development programmes. Ensures overall leadership of disaster preparedness, mitigation and management including humanitarian response activities for Category 1 / 2 / 3 emergencies.
- Overall budget holder for all programming; ensure project expenditure is in line with work plans and commitments to donors and affiliates; and conduct monthly budget vs expenditure review for each project.
- Overall leadership of program strategy plans and implementation to ensure responsiveness to communities in line with Oxfam’s principles, values and strategic plan and following Oxfam compliance procedures. This includes working with the government and national NGO-partners to strengthen national capacity.
- Ensuring effective advisory support from the country, OiA, Partner Affiliates (PA) and Executing Affiliate (EA) technical teams to the field teams.
- Ensure synergies between and harmonisation of humanitarian, development and advocacy programme strategies according to the “one programme approach” and enabling a smooth transition from emergency humanitarian interventions towards resilience and longer-term development programming where possible.
- One of the most crucial roles of the Deputy Country Director - Programmes is ensuring a strong link and mainstreaming of activities between the assigned departments, maximising their performances and effective use of resources through coordination and strategic guidance.
- Ensure that programme operations are of high quality, comply with established policies and procedures and contribute directly to Oxfam strategies and operational plans. This includes, but is not limited to gender mainstreaming, protection mainstreaming, programme accountability frameworks and humanitarian preparedness and response.
- Work with the Country Director and programme teams to secure internal and external funding to deliver programme activities through support to development of appropriate strategies and funding proposals.

- In close collaboration with HR Team, Programme Managers and Technical Coordinators, identify staffing needs, support recruitment of staff and manage the performance and development of all direct reports, ensuring performance objectives are produced and worked to, including identification and effective delivery of training and development needs.
- Representing Oxfam to government officials, donors, UN agencies, and NGO community as appropriate.
- Deputise for the Country Director in his/her absence or whenever necessary.
- Produce regular programme and context updates that can be shared with other Oxfam stakeholders.
- To ensure all Oxfam staff and programmes are familiar with and abide by the Oxfam's Code of Conduct, Oxfam International standards and procedures and other regulatory codes (e.g. Sphere Minimum Standards).
- Frequent national travel to work with the field teams and liaise with Government, UN agencies and other NGO's as appropriate.

### **Required Technical Skills, Experience & Knowledge**

#### **Essential**

- Masters / Post-graduate from a recognized university/ college in International Development, Sustainable Livelihoods, Humanitarian, Programme Management or any other area that can bring an added value to the job.
- Relevant experience in a **similar position**, minimum of **5 years of Masters** or Post-graduate holders or **10 + years for Bachelor holders**, in an international NGO.
- 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 programming (b) sustainable livelihoods and resilience, b) gender and development;
- 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.
- 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
- Commitment to and knowledge of creating a partner-led operational environment, with an ability to create an internal Oxfam approach that is focussed on developing and supporting partner organisations to achieve direct impact and results relating to Oxfam's objectives
- Politically astute, with high impact influencing and persuasive skills and personal gravitas to gain respect and build and maintain strong, credible relationships, with internal and external stakeholders at all levels
- Committed to a right based approach including an active commitment to putting women's rights at the heart of all we do as well as the rights of other marginalized people in all aspects of an organization's work.
- Driving licence and use of it in insecure contexts.
- Ability to travel away from home, often to remote programmatic sites within the country prolonged periods, and periodic travel abroad for global meetings.

#### **Desirable**

- Working experience in South Sudan
- Working experience with Oxfam

**Behavioural competencies (based on Oxfam's Leadership Model)**

<b>Practice Category</b>	<b>Leadership Practice</b>	<b>Description</b>
Self	Self-Awareness	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 behaviours to control and channel our impulses for good purposes. We self-moderate appropriately to different context thereby optimizing our ability to achieve goals.
	Humility	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 organisation. We work to achieve goals together not just individually.
Seeing the 'big picture'	Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organisation and we set high-level direction through a visioning process that engages the organisation and diverse external stakeholders. Clarity in our communication of vision allows others to focus on delivery and their contribution to the wider changes we seek.
	Systems Thinking	We view problems as parts of an overall system and our contributions to change in 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 intended and unintended consequences of organisational decisions and actions.
	Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organisational strategies and values
	Agility, Complexity, and Ambiguity	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. We develop strategies to maximise adaptability and agility, encourage forward thinking, new ideas and learning from experience.
Relationship Skills	Listening	We are good active listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
	Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation 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.
	Relationship Building	We understand the importance of building relationship, within and outside the organisation. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
	Enabling	We all work to effectively empower and enable others to deliver the organisations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.
Ability to Deliver results	Mutual Accountability	We can explain our decisions and how we have taken them based on our organisational values. We are ready to be held to account for our actions and how we behave, as we are also holding others to account in a consistent manner.

	Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs. We recognize that decisions may not always lead to the results we seek but enable us to continually learn and improve.
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