



AT OXFAM, WE **WON'T** LIVE IN POVERTY.

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

Protection Officer

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 is committed to promoting the welfare of children, young people, and adults. 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.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

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

OUR TEAM

Oxfam protection program works to develop affected communities' skills to play a leading role in their protection. We operate in camps, urban, semi-urban and rural areas across five governorates in Iraq. The focus is to improve the safety of the civilian population against threats that commonly occur to them. The team works to take active steps to reduce risks as well as identify methods to help restore the well-being and dignity of the affected population. With an emphasis on Safe- programming, we work with the affected communities to access assistance without exposing themselves to risk or forcing them to be in a dangerous situation. Together with local civil society, national and international organizations, and the affected community, we make efforts to advocate and campaign, to improve the protection of the civilian population of Iraq.

JOB PURPOSE

Under the supervision of the Response Team leader, the Protection Officer will lead Oxfam Protection activities in Renk She/he will deliver the Protection activities together with the Protection Assistants, and protection volunteers. The job holder manages the protection activities action plans, and community protection action plans, including, the service gap analysis map, disseminating information sharing with communities, and capacity building of local, protection assistants, protection volunteers and community protection structures. She/he will support sectorial teams to apply Safe-Programming standards throughout the programmed cycle. The Protection Officer will support the team in delivering contextual and practical analysis (ongoing) of the protection issues in the assigned area, including constraints, sensitivities, and risks associated with the work. She/he will support the implementation of protection activities with an emphasis on the aspect of conflict, violence, and abuse under the CDCS, GFFO, Sudan Crisis Response, and Oxfam Ireland Projects in Renk.

CORE DETAILS

Location:

(Renk)

Key relationships/interactions:

Oxfam sectorial teams; local authorities; public institutions; Protection Cluster Working Groups, local civil society organizations, and national and international humanitarian and development agencies.

KEY RESPONSIBILITIES

Technical

- Develop and regularly update emergency and protection service maps
- Ensure service information sharing with the community is applied to age, gender, and diversity approaches.
- Monitor protection issues in the assigned areas of intervention and generate protection situation reports
- Use protection methodologies to conduct discussion sessions with the community and proactively follow up on any protection cases
- Co-facilitate capacity-building training on protection and safe programming for Oxfam staff, partners, and community structures
- With support from the Roving Protection Coordinator/Team leader represent the Oxfam protection program in the assigned areas to relevant stakeholders
- Assess and generate data for rapid protection and context analysis in programs
- Prepare (ongoing) protection risk assessments, mitigation methods, and action plans, and ensure implementation and consistent documentation of action plans
- Identify and review cash for protection cases ensuring they are in line with Oxfam standard operating procedures
- Manage cash for protection and all other referrals information, ensuring adequate information management of cases
- Work with the Programme teams to coordinate community consultations and orientation sessions about rights, entitlements, registration, and essential and specialist services in the districts
- Represent Oxfam in Protection Working Groups and other local Protection forums and GBV working group meetings on behalf of the Programme
- Coordinates with MEAL Officers for baseline surveys, post-distribution, and other monitoring
- Submits monthly reports to track the beneficiary numbers regarding information dissemination and where applicable, referral activities
- Provides written feedback about protection incidents, issues, and aid-related community-conflicts

Management

- Manage a team of Protection Assistants, volunteers, and Community protection structures
- Supervise the implantation of the protection plans per location
- Ensure procurement of protection supplied follows Oxfam procurement procedures
- Ensure all protection information applies protection information management standards
- Review and evaluate Protection Assistants' performance and proactively plan capacity training needed
- Integrate Oxfam gender and safeguarding principles to guide any management plans

Other

- Required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#)
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

SKILLS, EXPERIENCE AND KNOWLEDGE

Essential

- At least 4 years' experience in the Protection field, and protection mainstreaming working with Humanitarian or Development Agencies
- Degree in Law, Social Sciences, International Relations, or social work
- Good spoken and written English language is required and Arabic is an added advantage.
- Team working skills
- Advanced IT skills

Desirable

Prior experience in community-based protection, specifically in conflict affected communities.

Attributes

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities
- 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
- Commitment to Oxfam's safeguarding policies to ensure all people who meet Oxfam are as safe as possible

Organizational Values

- **Accountability** – 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
- **Empowerment** – 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
- **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences

Note to candidates: Shortlisted candidates will be assessed on our organizational 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 [here](#).

FOR INTERNAL USE ONLY:

JOB FAMILY: Programme

DIMENSIONS:

The following responsibilities are not exhaustive. They aim to provide a clear sense of the nature and scope of jobs at this grade:

- Delegated authority to supervise junior staff and/or volunteers and delegated projects/activities.
- Problems vary and include a combination of routine and some complex.
- Work pattern is a mixture of reactive and project work.
- Required to make sound judgements regularly within agreed processes using a good understanding of the team and the facilities of the team.
- Communication is largely with internal staff, (including internationally) also with some external contacts and target audiences to support operational work.
- Analysis and communication of some complex information at a simple level is required to a wide audience to promote and influence.

At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job profile is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job profile is not incorporated into the employment contract.

OXFAM LEADERSHIP COMPETENCY FRAMEWORK

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	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.
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 everyone. 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.
Relationship Building	We understand the importance of building relationships, within and outside the organization. We can engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
Mutual Accountability	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.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with the lack of clarity and deal with many elements interacting in diverse and unpredictable ways.
Systems Thinking	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.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We can 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.
Self-Awareness	We can 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.

Enabling

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.