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

GOVERNANCE manager

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**](https://www.oxfam.org.uk/what-we-do/about-us/how-we-work/our-goals-and-values) **are recruited to work for us.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

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](https://www.schr.info/the-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.

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

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| 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](http://www.oxfam.org/).

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.

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 the number of women’s rights organizations partnered to 40% by 2019.

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| our team |

To help deliver Oxfam’s strategy and programme to protect those we work with from sexual exploitation and abuse perpetrated by Oxfam representatives.He/she will support management in coordinating the implementation of Oxfam’s safeguarding policies and procedures at country-level. He/she will thus play an essential part in promoting good practice and helping the organization and Country Programme reach the highest safeguarding standards by our staff, volunteers, partners, related personnel, beneficiaries and contractors, as well as for the communities where we work.

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| job purpose |

To provide technical support and strategic direction in the development of the governance programming portfolio, devise appropriate implementation strategies for the governance projects/programme, to ensure that governance projects address the current governance issues and are creatively designed, mainstreamed, implemented, monitored and evaluated to deliver the best practices and achieve fundamental long lasting impact on lives of people and that learning from this work informs Oxfam’s work regionally and globally.

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| what the recruiting manager has to say about the role?  |

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

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| core details |
| **Location:** | Juba, South Sudan |
| **Salary:** | Competitive salary package |
| **Internal Grade:** | C1 National |
| **Division** | National | **Job Family:** | Programme |
| **Contract type:** | Fixed Term. |
| **Hours of work:** | http://www.workingfamilies.org.uk/wp-content/uploads/2015/09/Happy-To-Talk-Flexible-Working-cropped-616x290.jpg 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:** | Country Director |
| **Staff reporting to this post:** |  |
| **Annual budget for the post:** | GBP 5,000  |
| **Key relationships/interactions:** | OXFAM South Sudan Senior Management Team (SMT);  |
| **Screening checks:** | All successful candidates will be screened through [Refinitiv World-Check One](https://www.refinitiv.com/en/products/world-check-kyc-screening/world-check-one-kyc-verification) 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). |  |

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| key responsibilities |

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| **DIMENSIONS:** 1. This role requires extensive knowledge and experience in governance programming (empowerment of the civil society, public sector effectiveness, transparency and accountability, public participation in decision making, policy formulation and implementation, and promotion of human rights and the ability to analyse and communicate complex information to a wide audience including non-technical audiences
2. This role requires proven, diverse, and complex problem-solving ability, professional knowledge, field experience and deep understanding of development and humanitarian programming and triple nexus
3. This role requires sound understanding and expertise of strategic planning and development of logic models
4. This role requires strategic thinking of linking up the achievement of the project to the wider Oxfam development programming and Coordination and delivery of agreed plans or strategies.
5. Role is variable with well-defined targets and/or minimum standards and is both proactive and reactive and requires dealing with high-level policy/decision makers (Ministerial level, MPs, Directors etc) and play active role in lobby and advocacy on issues related to programmes through personal contacts and co-ordination of allies
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| **KEY RESPONSIBILITIES:** The Governance programming support person/expert/advisor will have the following key specific roles and responsibilities to deliver integrated governance programme1. **Programme development**

**Research/Analysis:** * Review existing power analysis documents and governance studies and undertake further researches to reveal relationships and identify entry points, to inform the governance programme logic, help in the identification of potential stakeholders and determine the content and architecture of specific governance projects**.**
* Support research, good governance analysis and lobbying on good governance & practice issues, particularly on socio-economic issues.

**Nesting:*** Spearhead the development and implementation of the programme’s strategy in relation to promoting good governance by reviewing the current program setup, stakeholders and structures from different levels including grassroot, payam/state/regional and national levels.
* Conduct detailed power analysis and recommend the best architecture of which different levels will work and complement each other and recommend also ways of expanding this opportunity into much wider outreach to include the most vulnerable and building advocacy stepping stones.

**Creating programmes linkages:** * Develop a logic model/results framework for the governance programme, implementation processes for the different projects (i.e. empowerment CSOs and CBOs, public sector effectiveness, public participation in decision making, targeted policy formulation and implementation) as well as the inter-linkages among the different governance components to ensure an integrated governance programming into the livelihood and DRR programmes.
* Support governance advocacy organizations at community and national levels galvanisation into coalitions /social movements to support programme in good governance influencing campaigns

**Proposals for funding:** * Develop integrated high-quality livelihoods proposals for funding. Additionally, undertake a donor mapping to identify strategic potential donors who could have an interest in Oxfam’s governance programme.
* Undertake fundraising and promotion of governance activities in the programme.

**Policy work**: * Mapping, reviewing and analysis of the existing policies and identifying entry points for policies that support the decision making process participation by the poor and recommend interventions to incorporate good practice and policy issues regarding good governance in the country and the region, translating this into programme design and adaptation

**Empowerment of CSOs and grassroots CBOs**: * Review current available information of the work of civil society organisations and community based organisations (i.e. pastoral organisations model) and recommend actions for widening this opportunity for stronger governance programming that could add value in the public participation of decision making that affect the lives of the poor and vulnerable.
* Link community social movements on good governance themes to respective movements at the national level.
* Link community advocacy social movements on corporate governance and socio-economic governance to private sector and relevant government ministries.

**Public sector effectiveness**: * Conduct analysis of the role of the public sector institutions into the development, good governance, in terms of transparency, accountability, anti-corruption roles, identify gaps and hence recommend interventions that could support the governance programming and mutual ways of working with public sector institutions that are directly affecting the work of Oxfam GB programme
* Support the programme to finetune & implement a human rights perspective in governance.

**Diaspora**: * Assess the role of the Diaspora can take in development and recommend effective ways of working and interventions

**Regional** * Assess and propose ways that Oxfam could engage with regional players having a stake in development and donors to enhance efficiency and influence policies and practices.
1. **Programme Quality Assurance:**
* Keep abreast of and incorporate good practice and policy issues regarding good governance translating this into programme design and adaptation
* Ensure that programmes are developed in cooperation with communities considering local community structures and local and national authorities
* Facilitate communication, exchange of ideas, information, and reporting, as required to enhance the efficiency and impact of the governance programme
* Liaise with other agencies implementing governance programmes and to develop common approaches and avoid unnecessary duplication
* Undertake donor mapping to identify potential donors who could have an interest in Oxfam governance programme
* Promote and preserve programme learning, including the development of tools for governance analysis and programming
* Manage and monitor the implementation of the overall programme governance strategies aligned to the country strategy and provide advice and guidance to programme teams
1. **Capacity Building on Governance Programming:**
* To undertake rigorous and continuous capacity audit of Oxfam and partners in governance programming
* To design and organise appropriate capacity building programmes on power analysis/mapping and governance programming
* Establish a solid understanding of ‘good governance’ and ‘good enough governance’ concepts amongst Oxfam and partner staff
* Conduct close monitoring of governance projects to provide on-the-job training for project staff
* Draw organisational wider support by creating effective working relationship between the programme and other governance programmes in HECA.
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| **EXPECTED ACHIEVEMENT/OUTPUTS*** The reviews, assessments and analysis of the programme’s components/projects (i.e. empowerment CSOs and CBOs, public sector effectiveness, public participation in decision making, targeted policy formulation and implementation) documented and made available as the programme’s strategic basic working and guiding documents for planning and implementation.
* The governance programme logic framework developed.
* Various proposals for the different components of the governance programme developed and made ready for submission to respective donors.
* The programme implementation strategies/plans including M&E for the various Governance projects established.
* Governance programming training(s) for partners and relevant line ministries conducted.
* Donor scoping/mapping for promoting good governance
* Follow-up/further studies of power analysis/mapping and governance researches to inform governance programming
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| **SKILLS AND COMPETENCE:** * Extensive understanding and experience of programming in humanitarian, development, and governance programming
* Advanced degree in international relations, political science, social science development studies or a related field
* Ideal understanding of marginalized communities in both urban and the ASAL communities
* A minimum of 3 years experience of working on governance and advocacy
* Experience in research methodologies and approaches and translating research into advocacy action plans
* Experienced in working with civil society organziations, coalition and social movements building, partnership building and Experience in institutional strengthening (OD) skills
* Experience in working with a broad range of stakeholders and high-level policy makers
* Good experience in strategic planning and proposal development
* Proven analytical, coordination, influencing and negotiating skills with diverse audiences
* Experience with managing EC and DFID funded proposals
* A proven ability to manage complex partner relationships respecting partners’ autonomy while ensuring project delivery
* Fund raising donor reporting and budget management skills
* Well-developed leadership qualities
* Skills in monitoring, evaluation and learning and knowledge management
* Good facilitation and networking skills
* Ability to work under pressure and meet deadlines
* Good communication and writing skills
* Highly developed inter-personal skills
* Willingness to travel at short notice and stay in the field, often in difficult circumstances

Desirable* good sense of security management
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| Person specification  | **How this will be assessed?[[1]](#footnote-1)** |
| **Right Pointing Backhand Index Note to candidates:** 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 [here](https://oxfamwebcdn.azureedge.net/-/media/Files/OGB/What%20we%20do/About%20us/Plans%20reports%20and%20policies/documents/OxfamCodeofConduct.ashx). | **Shortlisting** | **Interview** | **Presentation** | **Other<please specify)** |
| **Key Organisational Attributes** |  |  |  |  |
| 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*** |  |  |
| **Organisational 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 |  | ***x*** |  |  |
| **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 |  | ***x*** |  |  |
| **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences |  | ***x*** |  |  |
| **[Oxfam Leadership Competencies](#_OXFAM_LEADERSHIP_COMPETENCY)** 1. Focus on overall impact of work rather on only department area of operations.
2. Getting more familiar with the complex systems and environment.
3. Working more and more with teams.
4. Understanding and getting familiar with the cross function’s linkage and coordination.
 | **Shortlisting** | **Interview** | **Presentation** | **Other<please specify)** |
| 1. Strategic thinking: Focus on wider system and feed learnings to wider programme
 |  | x |  |  |
| 1. Strengthening the system: Focus on wider system and feed learnings to wider programme
 |  | *x* |  |  |
| 1. Solution Oriented: Solutions to functions problems/challenges support to overall country programs.
 |  | *x* |  |  |
| **Essential - Experience, Knowledge, Qualifications & Competencies** |  |  |  |  |
| * Minimum of10 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.
 | *x* |  |  |  |
| * Experience of leading and managing conflict resolution.
 | *x* |  |  |  |
| * Experience of developing and managing budgets.
 | *x* |  | *x* |  |
| * Ability to reflect and effect a gender and diversity sensitive human resources policy.
 |  | *x* |  |  |
| * Able to function in high pressure situations while maintaining emotional control.
 |  | *x* |  |  |
| * Good written and spoken English
 |  | *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* |  |  |
| **Desirable**  |  |  |  |  |
| * 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 |  |  |  |

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| how to find out more about us |

* Find out more about our pay & benefits [here](file:///C%3A%5CUsers%5Crorina.OGBINT%5CDownloads%5C%E2%80%A2%09http%3A%5Cwww.oxfam.org.uk%5Cwhat-we-do%5Cabout-us%5Cworking-at-oxfam%5Cwhat-oxfam-offers). Get a feel of what it is like to work at Oxfam [here](file:///C%3A%5CUsers%5Crorina.OGBINT%5CDownloads%5C%E2%80%A2%09http%3A%5Cwww.oxfam.org.uk%5Cwhat-we-do%5Cabout-us%5Cworking-at-oxfam%5Clife-at-oxfam).
* Look at our ‘How to apply’ section for helpful tips [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).
* Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk
* We are unable to accept prospective applications, but you can sign up for our job alerts [here](https://jobs.oxfam.org.uk/alertregister/)
* External applicants: <https://jobs.oxfam.org.uk>, Internal applicants:<https://jobs.oxfam.org.uk/internal>
* Find out about everything we do [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).

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| follow us |

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# **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.

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| **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 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. |
| **Relationship Building** | 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. |
| **Listening** | 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. |
| **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 lack of clarity and deal with a large number of 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 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. |
| **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 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. |

1. 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. [↑](#footnote-ref-1)