**Partnership COORDINATOR**

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| **Annual Salary and Benefits** | **USD**  |
| **Internal Job Grade**  | **National C2** |
| **Contract type**  | **Fixed Term 1 year extendable,** |
| **Reporting to**  |  **Deputy Country Director – Programs** |
| **Staff reporting to this post**  | **None**  |
| **Locations**  | **Juba with frequent travel to all field locations.** |
| **Annual Budget**  | **None** |

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

**Team Purpose**

To work with the Programme and Support Teams in developing a vision and strategy for the Oxfam South Sudan’s approach to partnership and local leadership and its implementation across the country mission. The partnership Coordinator (PC) has a responsibility to lead on partnership capacity development assessments and subsequent plans, engage in localisation related networks while maintaining relationships with CSOs, local government institution and INGOs in advancing locally led humanitarian coordination, advocacy and response. This role will lead the partnership strategy review and implementation, adapt and enhance tools, processes and frameworks as needed and ensure the localisation pillar is embedded into Oxfam South Sudan’s humanitarian approach. The role shall further ensure and support government agencies and civil society organisations to be adequately involved in project activities and that they are taking part in formal coordination activities including clusters.

​**Key Responsibilities and Accountabilities**

The PC is responsible for strategically coordinating local partners. The Partnership Coordinator has the overall responsibility to oversee the tools and process flow for partnership management within Oxfam South Sudan’s partnership portfolio which includes SIDA, DANIDA, EWC, EU, BRICE, GIZ among others, ensuring they conform to and are in alignment with the national and global tools and processes.

1. **Capacity Assessment**
* Support and conduct a partnership mapping for the new SIDA while supporting other projects in Juba, Rumbek, Pibor and other Oxfam South Sudan operational locations.
* Lead on the development of project partnership assessments for the new partners (as well as others) as per the OGB approved minimum requirements, and development of partner contracts.
* Lead on the development of the partner contracts (and related annexes), ensuring a shared change goal for the joint and a broader and evolving partnership.
* Support with partners assessment reports where new partners shall be identified.
* Collaborate with the program quality team to undertake review of the current partnership work. – appreciating the context, the successes, challenges and areas that requires improvements
* Draft and update project Partnership Development Plans for SIDA and other future projects within Oxfam South Sudan’s portfolio which includes organizational and technical capacity building according to the needs of each partners.
* Ensure all partners benefit from capacity development on safeguarding and gender minimum standards in emergencies.
1. **Project Management and capacity support**
* Lead on the organisation of inception-kick off meetings and the development of workplans, spending plans, and procurement plans for partners. Oversee all due diligence, assessments and compliance issues in coordination with the field teams and Finance Project Manager.
* Support partners in assessing risks and opportunities of collaboration, assessing capacities in terms of strengths and gaps to meet objectives.
* Develop and Elaborate a plan for partnership monitoring (including of budgets) and carry out regular monitoring visits to partners (thematic, organizational, financial areas)
* Ensure that the partnership complaint mechanism is integrated in the country office’s existing mechanism, including a Safeguarding reporting mechanism to allow for full accountability.
* Support strengthening of Oxfam’s South Sudan partners’ internal controls, the capability to utilise grants and maintain an adequate management and information system in order to increase accountability and the timeliness, quality and reliability of reporting.
* Work closely with the MEAL Unit to ensure that partners are supported to build effective monitoring systems for the programme and staff and carry out regular monitoring visits to partners (thematic, organizational, financial areas).
* The PC will have access to internal tools related to partnerships and capacity building, including; capacity assessment, OXFAM’s capacity building toolkit; OXFAM’s operational capacity building assessment tools; OXFAM’s partnership strategy;
* Conduct consultations with technical program staff involved in the technical capacity building process whenever related support is required.
1. **Partnership Management**
* Work closely with the Oxfam South Sudan program teams to ensure that they have the knowledge and skills to work with partners –sharing tools and guides to help standardise the way that we work.
* Coordinate the involvement of all staff in ongoing support to partners and in reporting obligations.
* Support and coordinate efforts of Oxfam South Sudan with regard to the management of partnerships. Lead on the day-to-day communication and follow up with all project partners to ensure quality and timely implementation.
* Ensure that Oxfam South Sudan has an updated and responsive strategy and plan for addressing key opportunities and challenges of the Partners.
* Advise senior management teams on areas of high risk to Oxfam South Sudan or partners, particularly concerning security.
* Ensure the quality of partnerships through effective coordination, relationship management and sustaining the delivery of quality capacity building support.
* Use ongoing checks to ensure that all Oxfam South Sudan and partner staff are pleased with the partnership and that mechanisms exist to address emerging challenges.
* Regularly consult with Oxfam and Partner staff in producing comprehensive and informative reports that inform the country programme.
* To inspire and energise the programme team, and to champion positive and innovative ways of working to promote a learning environment on working with partners.

## Technical Skills, Experience & Knowledge

#### **Essential**

* 5 to 10 years of experience in international organizations and humanitarian settings, specifically in capacity building, Partnership, grants and reporting.  Skills and experience in managing and coordinating with multiple partners concurrently is highly regarded;
* Previous experience in working with local actors in a conflict/fragile country and previous experience in overall capacity building of CBOs, and experience in developing an operational capacity building toolkit and monitoring system/tool all strongly regarded;
* Proven excellent project management and coordination skills required
* Nuanced understanding of partnerships management support which encourages participation, articulates the rights of partners, alongside managing relational issues
* Experience in developing tools, manuals, training modules and plans for the purpose of capacity building and project management;
* Experience in working with, and good working knowledge of local actors of a variety of capacities both technically and operationally
* Excellent interpersonal and problem-solving skills, creativity and flexibility;
* Comfortable in a multi-cultural environment, flexible and able to handle pressure well;
* Good knowledge of the humanitarian and development sectors in South Sudan, and the relevant INGO’s, NGO’s, UN, and Governmental institutions.
* Taking the lead, effective communication: emphatic and active listening skills and, huge sense of collaboration and problem solving are the whole mark of this position.
* Flexibility in working overtime when needed.
* Strong level of computer literacy (Microsoft Word, Excel and Power point);
* Full proficiency in spoken and written English required.

## Key Behavioural Competencies \*\*\*\*delete as appropriate\*\*\* (based on Oxfam’s Leadership Model)

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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 organisation. |
| **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 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 organisational 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. |

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**Guidance**

**Ensure that the following is clear in the Job Description:**

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| **Area** | **Details** |
| **Oxfam Current Grade** | Ensure this is on the role profile to enable a check on comparisons/slotting  |
| **Reporting Structure** | Who do they report to in the structure – how senior is their manager? |
| **Key Distinguishing Features** | Include a job summary/Purposes which helps to summarise why the role is at that level – what are the key elements of the role |
| **Terminology** | Consistent terminology is vital and often gives an initial indicator of the size of the role e.g. Assists, coordinates, manages, leads etc. |
| **Actual Figures** | In order for comparisons to me made it is vital to include, where possible, actual figures e.g. instead of using the term ‘budget holder for a large budget’ it is better to be specific ‘budget holder of £20M programme budget’, same on people management figures, instead of ‘manages a large team’, ‘manages 50 people across 4 locations. |
| **Percentage of time spent on Job elements** | Some general quantification of what percentage of time the role holder spends on main elements of the role, this could help determine job family for a blended role and give an idea of overall size of job if some aspects are less or more responsible. E.g. a HR and Administration Manager who spends 80% of time on HR and 20% on administration would be in the HR Job Family |
| **Strategic Input** | What strategic input does the role have e.g. designs and implements/contributes to/works towards, assists with the achievement of etc. Is it the strategy for a programme, country, whole region etc. |
| **Multi-country focus Scope**  | Ensure if the role has regional scope that it is clear what you mean by regional scope (as the definition varies across affiliates) e.g. does the impact span 2 countries, 3 countries or all countries in the region. What is their impact and influence across these locations? |
| **Impact of Environment** | What impact does the political/religious/security/stability aspects have on the working environment, and what input does the role have in these areas - consider the individual aspects? |
| **Geographical Area Covered in the Role** | How large is the area the role covers (compared to others within the affiliate) e.g.: ‘the country programmes span 10 locations, works with 11 partners and have a budget of £5 million’. |
| **Specialist Knowledge** | If it is a role requiring specialist knowledge e.g. HR, Finance, Logistics, Programme etc who is the most senior in country specialist for this technical area e.g. if you are writing the profile for a HR Manager and they report to the country director indicate they are the most senior technical specialist in country. |
| **Minimum Essential Qualification** | If a degree is essential in a job, this should mean that work experience is not a substitute e.g. an accountant who will sign off country accounts and in your organisation that means they must have X type of accountancy qualification to legally do this. In the job profile alternative work experience should not be indicated as the qualification should be recorded as ‘essential’. |
| **Humanitarian Aspects** | If the role requires periods of time taking on additional responsibilities or more senior responsibilities temporarily to meet business needs at times e.g. during an emergency and that is what is recruited into the roles - e.g. a Programme Coordinator role looking after disaster preparedness may need to step up and increase staff numbers, budgets etc in an emergency – indicate roughly how often is this likely to happen and does this increase the skills and competencies needed for the post? Is this significant enough to impact the zone? |
| **Overall Impact** | Where is the impact of the role felt – internally/externally – how far receiving is the impact etc |
| **Size and Balance of Four Factors** | Ensure the role profile covers details of the 4 elements to you can ascertain where the impact of the role felt;* Internally – just in your affiliate, across several affiliate
* Externally – in partner organisation, at government level
* How wide is the impact- across one country, across a region?
* Will any factors be larger than others/what will the balance be? e.g. a logistics Manager may be high on management due to significant responsibility for staff numbers, stock, warehouses, budgets etc
* **Management** e.g. people, budgets, assets, projects, discretion
* **Analysis and problem solving** e.g. creativity, forward planning
* **Knowledge and experience** e.g. qualifications required, skills
* **Impact** e.g. contacts, advice, consequences
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