



External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

The Role

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via six area offices in nine former states (Upper Nile, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el-Ghazal, and Northern Bahr el Gazal. It also works in partnership with several national organisations and community groups.

Position: Partnership Coordinator

Location: Juba- South Sudan

Contract Type: Fixed Term

Number of post: 1

Duration of Contract: 01 Year with possibility of Extension

KEY RESPONSIBILITIES:

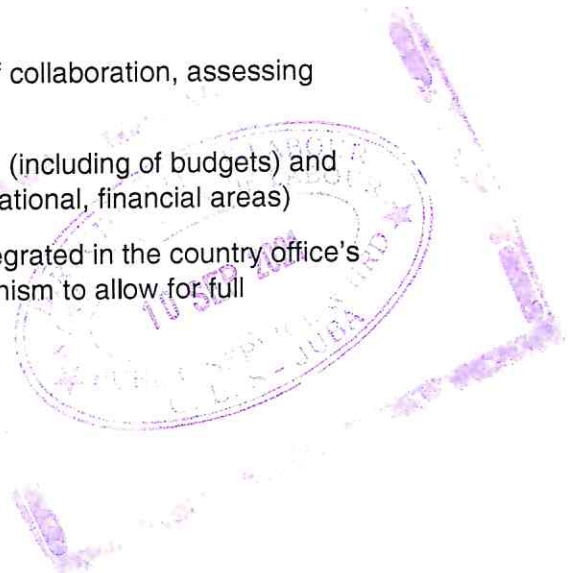
The PC is responsible for strategically coordinating local partners. The Partnership Coordinator has the overall responsibility to oversee the tools and process flow for partnership management within Oxfam South Sudan's partnership portfolio which includes SIDA, DANIDA, EWC, EU, BRICE, GIZ among others, 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.

2. 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.

3. 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.



SKILLS AND COMPETENCE:

- 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.

Deadline for submission of applications is 27 September 2021. Interested Applicants should send soft copies of their CVs and Cover letters to Hrsouthsudan@oxfam.org.uk or drop a copy of their CVS to our Office in Juba.

NB: Female candidates are strongly encouraged to apply.

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 are recruited to work for us.

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We will do

everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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

