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

RESILIANCE & DEVELOPMENT 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 2021 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 four (4) field bases in Jonglei State (1 bases with 3 sub-bases), Greater Pibor Administrative Area (1 Base), Lakes State (1 Base), Central Equatoria State (1 base), and in Eastern Equatoria State implementing through partners.

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| our team |

The team is responsible for the strategic development and management of the country Humanitarian and development programs. Supports Oxfam’s impact locally, regionally, continentally and globally through ensuring Humanitarian program alignment to the key strategic objectives and program standards. Provides strategic leadership and support to resource mobilisation efforts. Ensure that the humanitarian programmes make the proper shift, with the quality needed to ensure a proper achievement of the South Sudan Oxfam Response Strategy. Ensures that the promotion of women’s rights is at the heart of all Oxfam in South Sudan’s program work.

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| job purpose |

To develop, lead, represent and manage Oxfam Resilience and Development programmes and team in SSD.

Appraise, assess and manage the implementation of resilience and development related projects and coordinate our programming, working with partners and ensuring capacity building of partners to respond to resilience and development needs in program areas.

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

To ensure that Oxfam in South Sudan has the management, technical and logistical capacity to manage its resilience and sustainable development work using the nexus approach.

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| core details |
| **Location:** | Juba, South Sudan |
| **Salary:** | Competitive salary package |
| **Internal Grade:** | CZ1 Global/ National |
| **Division** | Global/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:** | Deputy Country Director-Programmes |
| **Staff reporting to this post:** | Programme Managers |
| **Annual budget for the post:** | TBC  |
| **Key relationships/interactions:** | OXFAM South Sudan Response Team, Program technical Team Leads, Programme Managers |
| **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 |

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**Resilience and development response**

* Provides senior level leadership and management across the resilience and development programs including Disaster and Risk Management and a commitment to Oxfam’s approach and values including gender equality, ethnic diversity and cultural sensitivity and inspire leadership on these issues through the Oxfam South Sudan team.
* Responsible for managing and leading Area Program Managers, leading on multi-year program development and financial accountability.
* Responsible for ensuring that all Area Program Managers implementing resilience and Development projects undertake their roles and responsibilities as well as supporting coordination and leadership in implementation areas.
* Leading on the development of resilience and development strategy, working closely with technical team leads and Area Program Managers.
* Based on existing program and country strategy, develop high quality multi- year proposals in line with our OCS.
* Supporting the Deputy Country Director- Programs (DCD – P) to manage resilience and development projects and monitoring, analysing the risks and humanitarian situations in Field Bases with Area Program Managers, project managers.
* Ensure high quality programmes management in the areas of operation working closely with APMs.
* In close liaison with humanitarian response teams ensure proper program transition and segregation of the projects during the transition phase from emergency to resilience and development, working closely with HPM, APMs and partners for smooth transition of humanitarian projects being implemented through partners.
* Supporting the APMs in managing security in areas with operational bases.
* Write and manage budgets according to Oxfam and donor guidelines, and ensure appropriate reporting.
* Clearly and regularly communicate to the teams, the DCD Programs about the resilience and development situation and context.
* Liaise and coordinate with HPM, on humanitarian emergence response programme related matters
* Gap filling during APM and or DCD Program absence

**Management**

* Participate in resource mobilization, oversight and implementation of resilience and development projects and negotiation of appropriate resources in collaboration with the Humanitarian Programme Manager and Response Manager.
* Support the implementation of Oxfam South Sudan Resilience and Development strategy
* Support the implementation of the resilience and development programme including quality control (especially ensuring equity), negotiation with local partners, financial management, documentation, monitoring and evaluation, reporting etc
* Ensure implementation of Oxfam operational policies, procedures and guidelines, especially gender equity, in all aspects of Oxfam’s work. With support from technical advisors and programme service staff as needed.

**Capacity Building**

* As Oxfam transit to nationalisation of some senior positions and nationalisation of the resilience and development programs, lead the capacity development of national APMs.
* Implement Performance Management with all Area Program Managers. Including objective setting, performance review and personal development plans. Ensuring all aspects of Oxfam work in SSD e.g. programme themes and aims, gender equity and advocacy are reflected in your own and staff objectives.
* To co-ordinate the appraisal and monitoring of Oxfam’s partners’ response capacity and co-ordinate capacity building activities for all parties involved in order to achieve the objectives set in the resilience and development strategy

**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 with minimum of 3 years for 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) resilience 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 aboard for global meetings.

**Desirable**

* Working experience in South Sudan
* Working experience with Oxfam

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

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| Practice Category | Leadership Practice | Description |
| 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 can 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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| 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)