**JOB PROFILE – Policy Lead South Sudan Programme**

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| JOB TITLE: Policy Adviser | |
| DIVISION / DEPARTMENT / LOCATION:  International/HECA/Juba | JOB FAMILY: Programme |
| SALARY: As per salary scale | JOB TYPE: Fixed Term |
| OXFAM PURPOSE: To work with others to find lasting solutions to poverty and  suffering | |
| TEAM PURPOSE: To campaign with others to improve the lives of populations in  South Sudan affected by the impact of the crisis – addressing systemic issues that  contribute to poverty and prevent access to services in South Sudan | |
| JOB PURPOSE:  In collaboration with South Sudan staff and partners, lead and coordinate all of  Oxfam’s global and national policy work related to South Sudan | |
| REPORTING LINES:  Post holder reports to: Advocacy & Campaigns Manager | |
| BUDGET RESPONSIBILITY: Limited | |
| DIMENSIONS:  • Shows policy leadership and analysis on the impacts of the South Sudan crisis on  South Sudanese populations and refugees, services, and economy  • Core contributor to the development and delivery of the Oxfam South Sudan  campaign strategies within the framework of the Oxfam Country Strategy for  South Sudan  • Core contributor to analysis of the regional crisis, in particular as it relates o  South Sudan and South Sudanese actors.  • Makes decisions as to Oxfam’s position on policy issues taking into account the  impact of external factors on our programmes and the communities we work  with. Also shows good political judgement and consideration of the impact on  Oxfam.  • Positively impacts on public image of Oxfam and public policy.  • Representation of Oxfam at coordination meetings and with external contacts in  governments, UN and with civil society.  • Analysis and interpretation of complex but clearly defined problems. The types of  information requiring analysis and interpretation are: Media reports; programme  reports; reports from other organisations, UN Agencies, Government and  analysis of political decisions.  • Reflects good technical understanding and strong leadership.  • Produces, assimilates, analyses and uses programme information from varied  and diverse sources to provide in-depth analysis in the specific programme unit  or policy area.  • Understands the consequences and impacts of decisions/judgements both  internally and externally.  • Demonstrates cultural sensitivity.  • Proficient in writing skills.  • Shows a desire to understand programmes and communicates with staff within  the appropriate programme teams. | |
| KEY RESPONSIBILITIES:  • Advocacy: Proactive participation in developing Oxfam advocacy positions through clear  action plans and engagement strategies based on regular context and power  analysis, and identifying advocacy opportunities; Advise on risks associated  with any advocacy activities.  • Policy advice & development: In line with South Sudan’s influencing strategy and  country strategy, lead on developing Oxfam policies and positions in relation to  South Sudan; draft policy documents for lobbyists, advocacy and media officers;  support and lead on research development and production as relevant, and support the Country Director and others as relevant with policy advice;  • Campaigning: Proactive participation in campaign decision-making fora,  working closely with the South Sudan Advocacy & Campaigns Manager and other policy and  media colleagues to ensure consistent and informed messages and strategies  at local, national, regional and global levels in relation to the South Sudan Crisis  • Strategic steer & coordination: coordinate with the wider Oxfam  coordination structure on Rights in Crisis and Global  Displacement campaigns feeding in South Sudan information to global advocacy  as needed; Support the Country Director and others in building consensus  among Oxfam affiliates on policies, and coordinating internal sign-off process  on all South Sudan policy issues;  • Lobbying & networking: Working with the country director and Advocacy & Campaigns manager, lobby and maintain contact with diplomatic representatives and other relevant bodies  based in the South Sudan. Share information from such meetings with Oxfam  lobbyists. Maintain close relations and coordinate advocacy with other national, international NGOs UN agencies in South Sudan;  • National Influencing: work with Campaigns Manager and other programme managers to: develop policy analysis for policy and practice changes within programme, develop effective  advocacy strategies for programme, ensure policy staff are supported and  guided to deliver on programme policy components whilst ensuring it fits  within Oxfam’s national influencing policy, and ensure adequate input into  national influencing components of project proposal design, budgets and  reporting to donors.   * Leading on individual projects, including pieces of research and subsequent campaigns   • Contingency planning & emergency response: Working with the  Humanitarian Programme team, Campaigns, Media and Advocacy office, and other  relevant staff, contribute to Oxfam’s contingency planning from policy and  advocacy perspective.  • Cooperation with Oxfam partners: To degree possible, advise, liaise with  and/or facilitate advice to a diverse network of Oxfam partner organisations  in their advocacy efforts and contribute to strengthening the link between  Oxfam advocacy and the programs of partners;  • One program: Contribute and periodically review influencing issues coming  from the Oxfam projects making up the country program;   * Supporting Oxfam’s Local Humanitarian Research fellow with practical advice on appropriate research methods, strategy, and reviewing research products where relevant * Advising and briefing Oxfam spokespeople ahead of external meetings | |
| SKILLS AND COMPETENCE:  • Natural ‘connector’  • Team player and team builder in a multi-cultural setting; ability to stimulate  and coordinate teamwork. Strong facilitation and coaching skills;  • Proven ability to work efficiently in a fast-paced environment; to  troubleshoot  • Flexibility and willingness to work simultaneously on a wide range of tasks  and projects and ability to prioritize tasks;  • Poised, works well under pressure and attentive to detail;  • Excellent listening and communication skills  • Pleasant, diplomatic manner and disposition in interacting with senior  management, and co-workers;  • Knowledge of and working experience in South Sudan and the region is an asset.  • Strong written and spoken English (Essential)  • Strong conceptual and analytical skills, ability to think innovatively and  strategically  • Experience of working in a humanitarian and protracted response context  • Experience developing and managing delivery of strategies  • Education in social sciences to degree level, or equivalent essential. Postgraduate  and other training qualifications an advantage.  • Excellent oral and written communications skills. Ability to write substantial  pieces of analysis.  • Flexibility, stamina and ability to work under pressure to meet tight deadlines, to  work unsociable hours as necessary.  • Personal qualities that ensure effective work with other people and self management,  management of others, including flexibility, respect for others, and  sense of humour.  • Ability to model Oxfam's values (empowerment, accountability and  inclusiveness) with staff, partners, allies and other stakeholders  • Willingness and ability to travel frequently across the response. | |

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