**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 andsuffering |
| TEAM PURPOSE: To campaign with others to improve the lives of populations inSouth Sudan affected by the impact of the crisis – addressing systemic issues thatcontribute to poverty and prevent access to services in South Sudan |
| JOB PURPOSE:In collaboration with South Sudan staff and partners, lead and coordinate all ofOxfam’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 onSouth Sudanese populations and refugees, services, and economy• Core contributor to the development and delivery of the Oxfam South Sudancampaign strategies within the framework of the Oxfam Country Strategy forSouth Sudan• Core contributor to analysis of the regional crisis, in particular as it relates oSouth Sudan and South Sudanese actors.• Makes decisions as to Oxfam’s position on policy issues taking into account theimpact of external factors on our programmes and the communities we workwith. Also shows good political judgement and consideration of the impact onOxfam.• Positively impacts on public image of Oxfam and public policy.• Representation of Oxfam at coordination meetings and with external contacts ingovernments, UN and with civil society.• Analysis and interpretation of complex but clearly defined problems. The types ofinformation requiring analysis and interpretation are: Media reports; programmereports; reports from other organisations, UN Agencies, Government andanalysis of political decisions.• Reflects good technical understanding and strong leadership.• Produces, assimilates, analyses and uses programme information from variedand diverse sources to provide in-depth analysis in the specific programme unitor policy area.• Understands the consequences and impacts of decisions/judgements bothinternally and externally.• Demonstrates cultural sensitivity.• Proficient in writing skills.• Shows a desire to understand programmes and communicates with staff withinthe appropriate programme teams. |
| KEY RESPONSIBILITIES:• Advocacy: Proactive participation in developing Oxfam advocacy positions through clearaction plans and engagement strategies based on regular context and poweranalysis, and identifying advocacy opportunities; Advise on risks associatedwith any advocacy activities.• Policy advice & development: In line with South Sudan’s influencing strategy andcountry strategy, lead on developing Oxfam policies and positions in relation toSouth 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 andmedia colleagues to ensure consistent and informed messages and strategiesat local, national, regional and global levels in relation to the South Sudan Crisis• Strategic steer & coordination: coordinate with the wider Oxfamcoordination structure on Rights in Crisis and GlobalDisplacement campaigns feeding in South Sudan information to global advocacyas needed; Support the Country Director and others in building consensusamong Oxfam affiliates on policies, and coordinating internal sign-off processon 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 bodiesbased in the South Sudan. Share information from such meetings with Oxfamlobbyists. 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 effectiveadvocacy strategies for programme, ensure policy staff are supported andguided to deliver on programme policy components whilst ensuring it fitswithin Oxfam’s national influencing policy, and ensure adequate input into national influencing components of project proposal design, budgets andreporting to donors.* Leading on individual projects, including pieces of research and subsequent campaigns

• Contingency planning & emergency response: Working with theHumanitarian Programme team, Campaigns, Media and Advocacy office, and otherrelevant staff, contribute to Oxfam’s contingency planning from policy andadvocacy perspective.• Cooperation with Oxfam partners: To degree possible, advise, liaise withand/or facilitate advice to a diverse network of Oxfam partner organisationsin their advocacy efforts and contribute to strengthening the link betweenOxfam advocacy and the programs of partners;• One program: Contribute and periodically review influencing issues comingfrom 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
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| SKILLS AND COMPETENCE:• Natural ‘connector’• Team player and team builder in a multi-cultural setting; ability to stimulateand coordinate teamwork. Strong facilitation and coaching skills;• Proven ability to work efficiently in a fast-paced environment; totroubleshoot• Flexibility and willingness to work simultaneously on a wide range of tasksand 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 seniormanagement, 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 andstrategically• 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. Postgraduateand other training qualifications an advantage.• Excellent oral and written communications skills. Ability to write substantialpieces of analysis.• Flexibility, stamina and ability to work under pressure to meet tight deadlines, towork unsociable hours as necessary.• Personal qualities that ensure effective work with other people and self management,management of others, including flexibility, respect for others, andsense of humour.• Ability to model Oxfam's values (empowerment, accountability andinclusiveness) with staff, partners, allies and other stakeholders• Willingness and ability to travel frequently across the response. |

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