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

Roving meal team leader

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 2015 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 12 field bases in the former Jonglei State (5 bases), Unity State, Upper Nile State, Western Bahr El Ghazal State, Lakes State, Central Equatoria State, Eastern Equatoria State, and Upper Nile State.

Gender justice programming is a mainstream in all the work we do and standalone gender justice projects are being developed. Oxfam works in partnerships where possible and aims to increase the number of women’s rights organizations partnered to 40% by 2019.

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| our team |

The team is responsible for the strategic development and management of the country Humanitarian program. 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 |

Work with all the team members in general and emergency response team in particular to ensure quality programming, delivery, and learning, based on evidence of impact at field level.

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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 humanitarian, resilience and sustainable development work.

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| core details |
| **Location:** | Juba, South Sudan |
| **Salary:** | Competitive salary package |
| **Internal Grade:** | C2 National |
| **Division** | 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:** | Response Manager with technical report Country PQ |
| **Staff reporting to this post:** | MEAL teams in field locations |
| **Annual budget for the post:** |   |
| **Key relationships/interactions:** | OXFAM South Sudan Response Team, Country Technical teams, Field staff, Safeguarding Shared Service. |
| **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**

**Responsibilities**

* Translate lessons learned at programme level to inform senior management strategy
* Contribute to strategic technical planning and design of programmes
* Maintain, guide, and roll out the schedule of project and review work plans, evaluations
* In coordination with the program manager, encourage the documentation of success stories and case studies.
* Maintain oversight for the quality of the work and accountability mechanisms in the field and in Juba, working together with the technical team; support senior managers in delivering their responsibility for the quality of the work and strong accountability in the field and in Juba.
* Lead and coordinate on donor reports and ensure project quality and reporting deadline are met.
* Ensure that accountability and community feedback mechanisms are implemented and utilised according to agreed principles and following the minimum standards of accountability.
* Focal point for Oxfam’s Peoplesoft programme accountability system; coordinate quality of system data and rollout of accountability mechanisms such as CAMSA.
* Strengthen the linkages between humanitarian and development programming; acknowledge the flexibility required between the two departments.
* Coordinate with other programmes and agencies on partnerships, WASH, EFSL, livelihoods, Resilience, Protection, and Gender issues
* Support the development of MEAL partner needs by carrying out necessary need assessment in regard to MEAL.
* Build the capacity of Oxfam and partner staff on MEAL and programme quality.
* Work with technical teams to facilitate programme implementation across the response areas.
* Provide support to the project teams in designing a monitoring and evaluation framework, accountability and learning tools, conducting field Programme Quality exercise and data management and analysis.
* Be responsible and lead on Programs reviews and PIP and Country learning reviews.
* Attend monthly monitoring meetings and produce quarterly Programme Quality report.
* Regular review and monitoring Opal projects and highlight issues to teams and managers.
* Lead and support in identification of agencies/ academia/consultants for program reviews, study, evaluations etc

**TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE**

**Essential**

* Minimum of bachelor’s degree in social science, management studies, statistics or any other related field is required with at least five (3) years of progressive work experience in MEAL
* Prove and strategic implementation ability with strong connectional and analytical skills for planning, monitoring, and learning.
* Qualitative and quantitative analysis skills and experience of working on monitoring, evaluation and learning processes within an INGO context preferably in Development context
* Experience of development and humanitarian emergency work in Oxfam, and an understanding of Livelihoods, Resilience, WASH, EFSL, protection, and gender needs
* Strong interpersonal skills and ability to communicate in English clearly both verbally and in writing and with all levels of staff
* Experience of assessing the staff protection and gender capacity to plan and deliver training
* Systematic and organised in approach, with ability to work on own initiative
* Experience on program cycle management and research and evaluations.
* Capacity to adapt a Programme Quality strategy based on the response program and the needs of the field.
* Highly developed cultural awareness and ability to work well with people of diverse backgrounds and cultures
* Willingness to work and travel in country, often under difficult and insecure environments, for up to 80% of time

**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 have the ability to 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)