



External Advert

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

OXFAM

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](#)

Job Purpose The **Compliance Manager** has the main goal to support the country's program to comply with our internal systems and processes, external policies and procedures like donors, government, most importantly ensure that Oxfam in South Sudan is compliant with laws, rules and regulations.

It is key to ensure that organizational resources are managed in an efficient stewardship way and this role will be advising the senior management on the design and implementation of internal control procedure, carryout risk assessment and putting in place mitigation measures.

This role will interpret and follow up the application of organizational policies and procedures in varying functions within the organization. If problems arise, this role will develop mitigation measures taking into consideration the diversity and complexity of the problems. Anticipate and resolve challenges within corporate or divisional parameters, with moderate scope. The impact of this role is significant within the support and finance units and could also have some impact Oxfam-wide in South Sudan. It is a key role to contribute to and influence operational planning, ways of working, and behaviours.

Position: Education In Emergency Project Manager
Location: Pibor
Grade & Level: C Zone 2 Global
Contract Type: Fixed Term
Number of post:

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Project implementation and management:

- Provide overall leadership and management of the Education in Emergencies project incl. managing the partnership with the local partner.
- Oversee timely implementation of the overall Education in Emergencies project, incl. developing work and process plans, managing budget and timely narrative and financial reporting. Identify implementation gaps and suggest/take timely actions for improvement



- Together with project staff work with and support partner in their implementation of the project both relating to time, quality, documentation, and reporting.
- Provide technical support and capacity building of staff and partners in INEE minimum standards, AEWG principles, conflict sensitive education etc.
- Ensure financial donor compliance, ongoing budget monitoring and adjustment of project constraints based on financial analysis. Follow up on financial liquidation/settlement/ reports according to Oxfam's procedures
- Perform risk management, monitor trends and changes in the context and where necessary make and proactive propose changes to minimize partner, staff and project risks.
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- Ensure timely procurement of project inputs including construction materials, and learning supplies in close collaboration with supply chain department
- Initiate, follow up and supervise the construction of Temporary Learning Spaces (TLS)/procurement of tents and construction of temporary latrines in the target schools. This includes managing the relationship with contractors.
- Ensure regular communication with the APM, Education Coordinator and other managers to integrate appropriate technical input, define priorities in program implementation, coordinate internal resources and partner engagement and trouble shoot;

Engagement with local education authorities:

- Coordinate and work closely with the local education authorities to ensure their understanding, involvement and contribution to the project in planning, monitoring, evaluation, accountability and learning processes.
- In collaboration with the project team, support and organize technical capacity needs assessment and capacity building training/workshops for local education authorities, tutors and SMC/PTA members.
- Facilitate joint supervision and monitoring visits with local authorities to provide technical support to head teachers, teachers and facilitators, to monitor and quality assure project implementation.
- Support and ensure the involvement of the existing community structures in community mobilizations activities.

Coordination and networking:

- Develop good relationship with other NGOs and UN agencies etc. working in the education sector at different levels and where possible forge alliances to influence key actors when necessary
- Participate and contribute to education sectoral coordination forums such as the education cluster to avoid duplication and improve the quality and alignment of Education in Emergencies projects across agencies. Where relevant coordinate with the protection and WASH clusters to ensure an integrated approach in the project planning and implementation.

Monitoring, Reporting and documentation:

- Ensure the collection of accurate and relevant data from intervention areas to track project performance and analyse the successful completion of short and long-term project goals.
- Support setting up a project MEL system ensuring regular monitoring and availability of the necessary data collection tools for Oxfam and partners
- Ensure a beneficiary feed-back system is in place as part of the MEL system to ensure accountability towards project beneficiaries
- Produce quality and timely narrative and financial progress/status reports to management and donors, compliant with Oxfam and donor requirements.





- Report lack of project progress, compliance or other concerns or challenges to management as relevant for trouble shooting and support
- Lead the preparation and implementation out of the project end evaluation
- Create and maintain comprehensive project documentation

Staff Management.

- Manage all project staff in line with Oxfam's policies and guidelines and ensure relevant technical guidance and support is provided
- Delegate project tasks based on job descriptions, individual strengths, skill sets and level of experience
- Ensure a system is in place for regular communication and engagement with staff and that (annual) performance reviews are carried out and documented
- Use and continually develop leadership skills

Others

- Assist in business development (particularly in the renewal of terminating projects) and provide gap analysis information for ongoing projects to support the development of new projects
- Perform other related duties as assigned

Required Technical Skills, Experience & Knowledge

TECHNICAL SKILLS, EXPERIENCE & KNOWLEDGE

Essential

- complex/conflict/emergency situation
- Proven leadership experience from managing larger projects and/or human resource management. Experience with implementation through a partner approach is an added value
- Proven experience working with education donors like ECHO, ECW, EU, UNICEF is an added advantage.
- Excellent written and verbal communication skills in English
- Solid organizational skills including attention to detail and multitasking skills
- Excellent understanding and experience with Microsoft suites (Word, Excel, PowerPoint, Teams etc)
- 3-5 years' experience from working in a similar position
- Bachelor's Degree in education or a related field of study or equivalent work experience

NB: Female candidates are strongly encouraged to apply.

Only short- listed candidate will be contacted.

Deadline for submission of applications is 08 October 2023. Interested Applicants should send soft copies of their CVs and Cover Letters responding to the Required Technical Skills, Experience & Knowledge to Hrsouthsudan@oxfam.org.uk. And to our Oxfam Link on <https://ea1.earcu.com/oxfam/admin/login>

Oxfam is committed to preventing any type of unwanted behavior 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. 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 appropriate security screening checks, which can include criminal records and terrorism finance checks.*