

JOB DESCRIPTION

ADVOCACY AND POLICY MANAGER

Reporting to	Country Director
Internal Job Grade	CI
Contract type	One-year fixed term contract
Location	Juba, South Sudan
Staff reporting to this post	None

TEAM PURPOSE: To act as a force for change in improving the lives of those affected by the South Sudan crisis, and quality of the humanitarian response in South Sudan, through high impact media, advocacy, campaigns and policy work.

JOB PURPOSE: To lead and to develop NGO forum and Oxfam's campaigning and advocacy work in South Sudan, working with colleagues across NGO forum membership, Oxfam globally and affiliates using research, policy development, media, popular mobilisation and alliance building to achieve sustainable changes in the country.

South Sudan Context

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, reduced the number of field bases and has reached over one and half million (1.5m) people across South Sudan with life-saving sustainable assistance. The Oxfam Humanitarian and Development programme currently operates through 6 field bases in the former Jonglei State (3 bases), Lakes State (1), the Central Equatoria State (1), and a roving Emergency Response Team in Upper Nile State responding to Sudan crisis. Gender justice and safe programming are mainstream in all the work we do. Some standalone gender justice projects are being developed. Oxfam works in partnerships (10 local partners) where possible and aims to increase the number of women's rights organizations partnered to 50% by end 2026.

Dimensions

- Responsible for developing and driving NGO Forum and Oxfam's confederation-wide advocacy, campaigning and media strategies and action plans for South Sudan humanitarian response, in a quickly changing environment, that links at national, regional, and global levels.
- Required to work closely with NGO Forum Secretariate and Membership, Oxfam programme management staff to ensure campaigns are grounded in South Sudan Humanitarian response.
- Responsible for shaping and delivering work, which has a significant impact on NGO Forum and Oxfam's public image, at national and international level; and requires sensible judgments and compliance to Oxfam's policy and procedures as well as NGO Forum statutes.
- Makes independent decisions and solves problems on new and complex issues, requiring high levels of creative thinking to find best solutions.
- Required to operate to tight deadlines, using independent judgement within clear parameters. Problems encountered are liable to be highly diverse and complex, requiring comprehensive analysis and interpretation of a wide variety of sources.
- Provide professional support and advice to NGO Forum CDs, Steering Committees and NGO Forum Secretariate Director in responsibility areas.
- Represents NGO forum internally and externally at the highest levels, towards policymakers, donors, media.
- Expert knowledge of media environment and communication tools
- Responsible for analysing potential political and security risk associated with advocacy and media work as part of the South Sudan Humanitarian response.

Key Responsibilities

Management

- Drive the development and implementation of a campaigns and media strategy for NGO Forum in South Sudan, linking programming to advocacy, policy, media and communications and partnership initiatives at national, regional and global levels.
- Work closely with the NGO forum membership and NGO Forum Director to ensure campaign plans reflect programmatic and wider organisational considerations.
- Build strong collaboration across the NGO Forum membership, national and regional advocacy, drawing in expertise from other countries to support the delivery of NGO forum's advocacy, public campaigning, campaigns partnerships, media and communications work in the humanitarian response.
- Ensure that NGO Forum's campaigns work in the South Sudan response feeds into Oxfam's and NGO Forum's global campaigns when relevant, and potentially represent the South Sudan response to different campaigns working groups at national, regional, and global levels.
- Mobilise and manage internal and external financial and other resources to implement agreed advocacy strategies and plans.
- Develop approaches to monitoring and evaluation/impact assessment of advocacy work and ensure effective roll-out.
- As a member of the South Sudan Advocacy Working group, attend regular meetings and actively engage in management and strategic dialogue, planning and activities, providing leadership to the overall operation of the humanitarian response programme that promotes NGO Forum's vision in the country.
- Provide leadership and guidance on advocacy and policy issues including the broader programming in line with ambitions of the NGO forum while ensuring compliance with Oxfam HR policies, procedures and guidelines.

Advocacy and policy

- Actively lobby external targets in line with the objectives of the campaign strategy and represent Oxfam in external events, in coordination with NGO Forum secretariat.
- Participate in NGO regional and national-level advocacy collaboration for the South Sudan Response
- Provide leadership and support in commissioning high quality policy and research products in support of advocacy plans for the NGO forum.
- Develop strategies as appropriate and required – this may be top-line advocacy strategy for the NGO Forum.
- Work with the NGO forum members to ensure policy messaging is linked to programme priorities, programme evidence informs policy, and that programmes integrate advocacy into planning and design where appropriate.
- Ensure NGO forum work is safe, sensitive to gender and other power dynamics and ensure that they are informed by the community to benefit from the work.

Media and communications

- Collaborating/working with Media and Communication teams from NGO forum members.
- Advising the NGO Forum Director on media and communication and ensure that the NGO forum builds a strong media profile.
- Ensure all external communications reflect signed off public messaging by Oxfam CD and NGO Forum Director.
- Manage external messaging and communications products for NGO Forum in South Sudan, in collaboration with communications staff across the NGO Forum Membership.
- Oversee the delivery of external communications that utilise the digital and mainstream media outlets.

Skills and Competence

Essential

- Extensive experience in advocacy and/or campaigns and/or media/communications work. - At least 5 years experience in humanitarian organisations.
- Extensive experience in a management role (line-management and budget management) with strong people-management skills.
- Ability to link strategies and campaigns to operational programme activities.
- Excellent written and verbal communication skills to motivate, influence and negotiate both internally and externally.
- Diplomacy, tact and negotiation skills.
- Ability to liaise with and represent NGO Forum and Oxfam to wide range of actors at country, regional and international levels
- Excellent information gathering and analytical skills.
- Sensitivity and judgement to play an effective 'advisory' function to the management line.
- Innovative and creative approach to problem solving.
- Sympathy with the aims and objectives of NGO Forum and commitment to humanitarian principles and action and commitment to Oxfam's equal opportunity and gender policies.
- Supportive and effective manager and team player

- Willingness to travel in South Sudan
- . Ability to write and speak English

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Desirable

- Experience of working in African context (highly desirable)

- An understanding of protection, and the ability to apply this to campaigns and communications work.

Behavioural competencies (based on Oxfam's Leadership Model)

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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