

External Advert

Oxfam is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress.

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on Saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy.

Oxfam currently operates via eleven area offices in ten states (Upper Nile, Unity, Jonglei, Lakes, Eastern Equatoria, Central Equatoria, Western Equatoria and Western Bahr-el Ghazal, and Northern Bahr el Ghazal.

**Position: BMZ Project Coordinator**

**Location: Rumbek**

**Grade & Level: C1 Global**

**Contract Type: Fixed Term**

**Number of post:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **KEY RESPONSIBILITIES**   * Responsible for the overall management of the project. Monitor overall implementation of the project and propose adaptations needed to achieve objectives, improve integration of approaches, and improve coordination with the partners. * Line manages a multi-sectoral team and ensure annual reviews and workplans according to Oxfam’s performance reviews and HR processes. * Participate in developing budgets and carry out budget monitoring and expenditure forecasting. Mitigate financial risks through appropriate management of funds, plans significant financial spend in consultation with APMs and is accountable for the budget phasing, budget amendments and uploading to the OPAL (PeopleSoft). * Ensures that gender and protection are integrated and mainstreamed in all stages of program cycle to promote safe programming. * Ensure timely delivery of quality narrative and financial reports. Ensure the timely reporting of budget reallocations requests and/or needed amendments. * Ensure the institutional capacity development of staff and partner organizations to ensure coherent implementation across the project. * Jointly with MEAL, oversee the monitoring, evaluation, accountability, and learning activities, including the set-up of the feedback and complaint mechanism, and safeguarding policies and code of conduct. * Ensure the adherence of partners to approved budgets and agreed project frameworks and agreements. Represent Oxfam in appropriate humanitarian and development fora at a local level with government authorities, UN organisations, NGO’s and donor agencies as delegated by management. * Also represent the project to key stakeholders and provide them with information on objectives, risks, constraints, and progress. * Ensure visibility and communication of day-to-day activities in line with BMZ and Oxfam’s Communication and Visibility guidelines. * Support the development of a programme advocacy strategy in line with the goals and objectives of the programme. * Ensure adherence to policies and regulations of Oxfam and the donor. * Ensure that all activities in the project are conflict sensitive and take gender issues fully into account. * Oversees the recruitment, training, orientation and induction of project staff reporting to the incumbent. * Ensures excellent people management and development of staff in accordance with Oxfam’s performance management policies: developing job profiles, setting performance objectives, regular feedback, mid-year review and annual performance review of the staff managed.   **Other Responsibilities**   * Performs other duties, as assigned. * Required to adhere to Oxfam’s principles and values as well as the promotion of gender justice and women's rights * Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles. | **Key Responsibilities:** | |  |  | |
| |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **SKILLS AND COMPETENCE:** | | * Graduate degree in social/political sciences, arts or in a humanitarian and development assistance related field. * A minimum of 5 years of relevant project management experience (staff management, implementation of multisector/complex projects, budget development and variance analysis, project monitoring & evaluation) in fragile/humanitarian contexts, including in a leading position. Preferable experience in South Sudan with relevant management experience in food security and livelihoods, disaster risk reduction, transformative quality education, gender and conflict sensitive education programming, emergency and development/resilience programme management with non-governmental organizations and good understanding of relevant humanitarian issues. * Proven people and finance management experience at a strategic level with evidence of leading and managing a specific area of expertise providing clarity and focus of vision and impact strategic planning and decision making and the delivery of agreed results. * Good knowledge of and experience with donor funding environment and financial Management skills with experience of project budgeting and controlling financial risks. * Strong program management and ability to ensure consistent quality against standards and implement effective monitoring and evaluation systems to assess and adjust performance. * Good knowledge of nutrition and food security related issues in humanitarian and development including assessments, innovations, and programming. * Experience in organizational representation, coordination, and liaison. * Experience in narrative and financial reporting of complex projects to international donors. * Excellent analytical and conceptual, planning, organizational, and leadership skills. * Excellent inter-personal communication, negotiation, and problem-solving capacities. * Knowledge of capacity building, learning and development activities and how to create a learning and sharing environment with a strong knowledge management basis. * Experience in implementing and managing projects with partner networks and commitment to and knowledge of supporting partner organisations to achieve direct impact and results relating to the project objectives. * Fluency in written and spoken English. (Arabic or any other language) * Strong computer literacy. * Commitment to Oxfam mission, values, and policies.   Ability to manage stress, multi-task and take decisions. | |  | |

**Desirable**

* Able to influence and inspire confidence using professional knowledge and expertise.
* Understanding of trends and developments in the relevant field.
* Proven experience in working in Humanitarian context.
* Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.

**Other**

* Eager and required to adhere to Oxfam’s principles and values as well as the promotion of gender justice and women's rights.
* Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

**Your commitment to Oxfam**

* Required to adhere to **Oxfam’s principles and** [**values**](https://www.oxfam.org/en/explore/how-oxfam-fights-poverty) as well as the promotion of [**gender justice and women's rights**](https://policy-practice.oxfam.org.uk/our-work/gender-justice#855afbea-dfa4-4084-a924-2e7d160e8a85)
* Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

|  |
| --- |
| **NB: Female candidates are strongly encouraged to apply.**    **Only shortlisted candidate will be contacted. Previous candidates are advised not to re-apply.**  **Deadline for submission of applications is 25 January 2023.Interested Applicants should send soft copies of their CVs and Cover letters to** [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk)**.** |

***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 vetting checks.***