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

HUMANITARIAN PM

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 applying, 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 |

To ensure the Oxfam Programme in South Sudan has the management, technical and logistical capacity to develop and implement strategic education, resilience, peacebuilding, and humanitarian programming with required quality, while facilitating close coordination and linkages with and other technical areas e.g., partnership, protection, and gender equality.

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| job purpose |

To strengthen Oxfam's response to the ongoing humanitarian crisis and conflict in South Sudan through administrative and technical support to humanitarian and development programme staff and partners in the field specifically in the education, resilience, peacebuilding, and humanitarian components of the country strategy and further specified in the annual country operational plans.

Responsible for designing, developing, implementing, managing, and coordinating effective and appropriate, resilience, peacebuilding, and humanitarian interventions and additional projects as agreed with DCD Programmes. This includes country humanitarian strategy, strategic leadership in humanitarian programming, fundraising, effective monitoring of budget and spending, utilization of budget monitoring variation in the OPAL system, coordination of programme management and implementation with area offices, supporting in the development and implementation of the Oxfam country strategy, supporting operations of Programme staff and partners, advocacy and ensuring programme implementation is consistent with Oxfam’s mission and goals

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| what the recruiting manager has to say about the role?  |

This role is pivotal to promote Oxfam’s branding in county. The postholder will provide Programme technical advice and expertise across the country to ensure we have the right people in the right place at the right time and all staff feel supported to do their work. Staff on this role ensure that Programmes helps to develop a culture of trust with better understanding of Oxfam policies and procedures.

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| core details |
| **Location:** | Juba, South Sudan |
| **Salary:** | Competitive salary package |
| **Internal Grade:** | C1Global |
| **Division** | International | **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:** | Deputy Country Director-Programmes |
| **Staff reporting to this post:** | Area Program Manager; Emergency Response Technical Team Leaders  |
| **Annual budget for the post:** | Up to USD 10,000,000  |
| **Key relationships/interactions:** | OXFAM South Sudan Senior Management Team (SMT);  |
| **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 |

**Dimensions**

**Relationships**

**External:**

* Representation in coordination meetings and external relationships, liaise with donors for emergency response funding and partners when required and work in close relationship with local actors including local authorities.
* Impact and influence with point departure in the programme areas and/or external public.
* Involve in influencing work and take part in public campaigns based on agreed plan of action and objectives.

**Internal**

* Impact and influence within their own team and in other parts of their program area
* Working closely with and providing strategic guidance to colleagues in the Country team and with specific responsibility for emergency response teams (ERT), the post-holder will have strong cross organizational relationships with various work groups including resilience and development manager, advocacy & policy staff, MEAL, partnerships and programme quality, funding other technical units and business support/finances. Effective monitoring of emergency response budget and spending, utilization of budget monitoring variation in the OPAL system
* Support Partner Affiliate (PA) engagement in the above-mentioned subject areas

**Decision making**

* The post holder will be expected to pursue manage and oversee the implementation of currently funded activities under the emergency response portfolios, while also actively pursuing fundraising opportunities for humanitarian programmes within agreed parameters and in agreement with line / matrix managers.
* Leads on recruitment and management of staff in his/her team. Makes day-to-day decisions to guide the implementation and smooth running of the humanitarian programmes she/he is managing. Ensure development of yearly budgets and closely follow up on spending
* Management tasks and problems are diverse and complex and involve a significant degree of risk management (financial, and brand / reputation).

**Analytical skills**

* Expected to produce, assimilate, analyse, and use programme information from varied and diverse sources to provide in-depth analysis in the specific programme unit and work with initiative and innovation, using analytical skills and own judgement to recommend high level humanitarian programme and funding decisions in consultation with a wide range of country team and partner organisations

**Developing self and others**

* The post holder is expected to work independently with limited supervision, providing leadership and influencing strategies within his/her management and ensuring the upholding of humanitarian standards, strengthen safeguarding including child safeguarding principles and Oxfam’s code of conduct and partnership principles. Being able to effectively manage from a distance as well as to influence decisions of colleagues at a range of seniority levels is important. S/he works with his/her team and across own team boundaries to achieve shared goals, tackle challenges and celebrate successes as a team. Capacity building of national staff is of paramount importance.

**Competency profile**

**Build partnerships**

Manage teams, involving others in discussing how to take work forward, helping people feel part of the team and treating everyone equally. Influence others to develop shared understanding and work cooperatively and collaboratively towards common goals where there are different personal or organisational agendas. Develop and maintain new relationships with individuals and organisations to further Oxfam’s aim. Work towards accelerating localisationthrough the strengthening of local and national organisational leadership of humanitarian response. Demonstrate the ability to influence, engage and challenge appropriately to gain the necessary commitment and support from diverse stakeholders in pursuit of organisation value.

**Communicates effectively**

Reflect the needs of different audiences, adapting style, media, timing, and pace to communicate effectively, show understanding of how personal and external factors affect others’ communication style and needs and seek to manage these differences to ensure that all voices are heard, clarify expectations, and anticipate others’ interests and potential issues, to help them get involved. Listens to and values the perspectives of others and challenge their own to get the best outcome for team and organization.

**Accountability**

Accept accountability internally and externally for the effective use of resources, look for ways to achieve more effective outcomes by using existing resources in a new or different ways, manage resources and workloads to ensure your own and others’ goals are achieved. Holds self and others accountable to achieve the highest standards of integrity. Consistent and fair in the treatment of people. Recognise and value differences in people; be ready to challenge assumptions, beliefs or attitudes in self or others, manage expectations and adhere to what’s agreed, by doing what you say you’re going to do

**Achieving results**

Lead in creating plans with key milestones and measurable outcomes: track progress and adjust to meet the objectives, ensuring others are aware of changes and reasons for them. Ensure individuals and teams understand and agree to work to the overall goals, specific objectives, and quality standards. Make recommendations or decisions in the best interest of the Oxfam, involving others as needed both within and beyond your work area. Be willing to take action or make recommendations or decisions in difficult or ambiguous situations. Commit to your decisions and be accountable for them. Show willingness to adapt if your initial decision did not produce the expected result. Creates a climate of continuous improvement, open to challenge and new ideas. Articulates a clear purpose for staff and sets high expectations

**Realising potential**

Show continuing commitment to your own professional and personal development. Use coaching and mentoring skills to support others to develop and encourage others to give their best by discussing goals and aspirations and recognising achievement. Provide an appropriate level of supervision according to need; know when to provide help and when to give others space to learn. Give constructive and timely feedback to others on difficult or contentious issues. Deal with poor performance directly and sensitively, seeking appropriate and timely advice and support if needed. Seek feedback from others to learn and improve.

**Continuous improvement**

Be open to suggestions, able to evaluate the benefits and risks of new ideas and ways of working and identify ways to reduce risk. Find and implement ways to better support internal knowledge- and information-sharing. Coach others on dealing with change. Seek and evaluate a range of viewpoints, internal and external, about how could do things better or differently.

 **key Responsibilities**

* Graduate Degree from a recognised University/college in international development, Public Health, Social science, management, or any other related area that can bring added value to the job.
* Experience managing large humanitarian programmes, and an understanding of relevant issues, especially in a conflict setting
* Relevant experience of 7 years for Post graduate holders, or 10 years + for Degree holders, including budgeting, planning, programme cycle management, preferably in an international NGO out of which at least 5 years should be supervisory/managerial experience
* Proven programme and project management skills including planning, monitoring, evaluation, budgeting, proposal development and report preparation.
* Experience of using accountability practices and standards through the project life cycle.
* Experience from working in partnership with CSOs and community groups
* Strong skills and experience in capacity-building of staff and partners, including coaching and on-the-job training
* Commitment to humanitarian principles and action and understanding and experience of humanitarian standards and accountability initiatives, including Sphere, People in Aid, NGO/Red Cross Code of Conduct, CHS etc
* Experience from managing education programmes
* Knowledge of gender, wash and the livelihoods approaches in emergency and recovery.
* Professional experience living and working in disaster/conflict affected countries.
* Experience of strategic planning and management of large and complex budgets.
* Experience of distance management of staff.
* Excellent communicator with strong written and reporting skills, and an excellent ability to influence verbally to persuade with diplomacy and tact
* Experience in fast-paced and difficult emergency contexts
* Adaptable in approach to work with a willingness to work under pressure in a demanding environment
* Initiative and motivation to work independently and develop solutions to problems. Highly flexible in style with the ability to produce creative and pragmatic solutions to complex problems

**Desirable**

* Knowledge of health promotion, community water supply, sanitation, EFSVL/Cash, protection, and gender. Experience of working in South Sudan or in another conflict programme
* **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 everyone. 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 many 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 many 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)