OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**AREA PROGRAMME MANAGER**

Reporting to Resilience Development Manager

Internal Job Grade C1

Contract type Fixed Term

Location Rumbek, South Sudan

Staff reporting to this post Team leaders in Area Base (PH, PHP, Livelihoods, Logs, HR and Finance)

Total Workforce

Annual Budget 1-3 millon GBP

**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.

**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.

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| our team |

Under the leadership of the Resilience and Development Manager, the BMZ Project Coordinator is responsible for the overall leadership and management of the “Building Resilience of Crisis affected communities in Jonglei and Lake state”, the project duration is 36 months. The project will be implemented in Lankien, Nyirol and Rumbek. The position will be guided by the overall proposal bringing together expertise from country office teams and partners and other relevant stakeholders. The position will ensure quality implementation of the program and a documentation of results and learning. He/She will ensure that MEAL systems are sound, and that best practices are shared and implemented. He/she will also be responsible for overall program reporting to the donor and partner affiliate.

# JOB PURPOSE

* To develop, lead, represent and manage Oxfam BMZ project and team.
* S/he will ensure that program processes are clear and effectively implemented and monitored.
* Accountable for working with peers to ensure that the design of project enables effective delivery, in collaboration with staff under his/her responsibility.
* Appraise, assess, and manage the implementation of the project, coordinate our programming, working with partners and ensuring capacity building of partners to respond to resilience and development needs in program areas.

# WHAT THE RECRUITMENT MANAGER HAS TO SAY ABOUT THE ROLE?

This role is pivotal to promote Oxfam’s branding in county. The postholder will provide Project 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:** | Rumbek, South Sudan | | |
| **Salary:** | Competitive salary package | | |
| **Internal Grade:** | C1Global | | |
| **Division** | International | **Job Family:** | Programme |
| **Contract type:** | Fixed Term. | | |
| **Hours of work:** | 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:** | Resilience and Development Manager | | |
| **Staff reporting to this post:** |  | | |
| **Annual budget for the post:** | USD 1.0 million / year | | |
| **Key relationships/interactions:** | Staff of OXFAM in South Sudan | | |
| **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. | | |

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| **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.   **SKILLS AND COMPETENCIES:** |
| * 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.