AT OXFAM, WE **WON'T** LIVE WITH POVERTY.

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

## PROJECT OFFICER (ICT AND DEVELOPMENT)

Closing date:          - 23 March 2019

Interview date:        - Upon availability

Vacancy reference:   - INT5322

*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 and adults. 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.*

*All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.*

OXFAM

**Shaping a stronger Oxfam for people living in poverty.**

## ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

## OUR VALUES

All our work is led by three core values:

**Empowerment.** Everyone, from our staff and supporters to people living in poverty, should feel they can make change happen.

**Accountability**. We take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.

**Inclusiveness**. We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

## OUR TEAM

ICT and Development is lead by ICT and Development Coordinator; the team is part of the Economic Justice and Resilience team. This Position will be reportable to ICT and Development Coordinator.

## JOB PURPOSE

Responsible for manage & delivering the specific logistics & Admin functions smoothly and enabling environment for running the operations.

## WHAT WE ARE LOOKING FOR

We are looking for confident and motivated ICT technical person with Innovation and Development Orientation. Who will

- Leading the process of design and develop software with technical partners and specification on project needs and requirements
- Support partners to develop ICT applications and human resources as per the programme requirements;
- Provide technical and management inputs at partner level on ICT use diversification and women economic transformation using ICT devices;
- Provide support in update and maintenance of project website and knowledge portal in a regular basis
- Produce clear and quality reports that demonstrate good accountability

## CORE DETAILS

| | |
|---|---|
| Location: | Dhaka, Bangladesh |
| Our package: | As per Oxfam salary grade |
| | |
| Internal Grade: | National, D2 |
| Contract type: | Fixed Term |
| Hours of work: | 37.5 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: | ICT and Development Coordinator |
| Staff reporting to this post: | No Budgetary Responsibility |
| Annual budget for the post: | No Budgetary Responsibility |
| Key relationships/interactions: | With Dhaka team, Bangladesh Programme team |

## KEY RESPONSIBILITIES

The purpose of the position is to design and implement ICT for the Development intervention as well as to build resilient community, promoting women leadership and empowerment through Information, Communication and Technology. The main objective of this position is to digitalize the development work and learning to make community and development stakeholders efficient in promotion and use of ICT counting the technical and social scopes. The immediate purpose of the position is to provide technical 'know how' on information technology and built the capacity of the community and the partners on the use potential of ICT. Therefore, the main thrust of the position is:

***ICT related Technical support and Data management*** in digitization of learning and development intervention:  For that purpose need to involve in process of developing different software like: website development, survey applications social media, data collection and content design, etc. Specific involvement expected in project website and knowledge portal update and management. Also, need to manage the large volume of audio files of project.

***Systems analysis, develop specifications and*** *routine computer* ***program maintenance*** that also includes implementing activities by facilitating technology development and ensuring technical efficiency. the integrated programme to implement with the support of partners, allies and other stakeholders including IT farmers, academics, youth, government, civil society, local government elected bodies and private sectors

***Programme quality, accountability and Knowledge management*** on the use of ICT by the grass root. Documenting and sharing the learning of ICT use for development and empowerment with other programme team members and stakeholders including academics and private sectors.

**Major Job Responsibilities**

**IT Management (80%)**

- Software requirement analysis; drafting and facilitate implementing, research and technical partners on software development;
- Community and partners' capacity building on use of IT devices including mobile phone, smart phone, Tab etc.; and applications including social media apps, survey apps, knowledge management applications, etc.;
- Trouble shoot mobile device issues i.e. Android, Tab etc; also, managing the available in-house knowledge management devices (digital photoframe and digital signage)
- IT support design for documentation, data analysis, research design, transcript and compilation by using different software;
- Facilitate partners to achieve the programme objectives, outcome and impact;
- Generating reports on the uses of applications and devices by the community, partners and colleagues using organizational standard software like crystal report, social media tracking, monitoring the smart phone management and technical expertise on Tab.

**Documentation (10%)**
- Visit partners working area to document success story/ case study/ best practice, etc. on the use of ICT devices;
- Prepare quality periodical and special reports on the interventions and applications as well as review the progress and challenges of use of smart phone and other devices by the community.


**Administrative and Logistics (10%)**

- Develop and provide management information relating to Partnership Agreement/ Service Agreement with Partners, Consultants, and Service Providers on ICT research and development as and when required.

**Other**

- 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, EXPERIENCE AND KNOWLEDGE

**SKILLS AND COMPETENCE:**
(E) = Essential (D) =Desirable

**Educational Requirements**
- Graduate in IT (Computer Science / Engineering) from any reputed University; (E)

**Experience Requirements**
- Expertise on website development, software application, apps development (E)
- Good understanding of systems analysis, specifications of technology as well as devices and routine computer program (E)
- At least 03 years of working experience where at least one year experience in data management field. (E)
- Understanding on the development work (D)

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- Good communication, facilitation and representation skills; (D)
- Ability to work with; support and influence others and extensive field visit; (D)
- Experience and understanding on the potential of social media and communication devices and applications (D)
- Good writing skill in English and Bangla is mandatory (D)
- Demonstrated experience of integrating gender and diversity (E)

**Additional Requirements**
- Good writing skill in English and Bangla is mandatory (D)
- Demonstrated experience of integrating gender and diversity (E)
- Excellent coordination, communication and interpersonal skills (E)
- Initiative and ability to follow up on issues. (D)
- Strong understanding on Gender and Diversity (D)

**OTHER:** This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities in accordance with performance review process.

**Key Attributes**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities
- 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
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

**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
- **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
- **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences

**FOR INTERNAL USE ONLY:**

**GRADE: NATIONAL D2**

**JOB FAMILY:** Programme

**DIMENSIONS:**
- Maintain and manage the development of improvements to the department's services, process and systems
- Solving problems of a varied nature and resolving day –to-day problems without upward referral.
- Manage small team and their performance with advices and mentoring
- Contribute to procedures and strategy in the light of local context

*At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job profile is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job profile is not incorporated into the employment contract.*

## HOW TO APPLY

**Apply online**

- Go to: for external applicants: https://jobs.oxfam.org.uk
- For internal applicants: https://jobs.oxfam.org.uk/internal
- Search for the vacancy using the reference number
- Complete the online application process
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

**What will I need**

- Each recruitment is unique and you will need to follow the instructions part of the online application process. You will usually be asked to provide:

- Your personal contact details
- The details of your referee(s)
- Details on how you meet the skills, experience and knowledge that are required for this role

**Support and help**

- Look at our how to apply section for helpful tips 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 application but you can sign up for our job alerts here https://jobs.oxfam.org.uk/alertregister/

Oxfam 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.

## HOW TO FIND OUT MORE ABOUT US

Find out about everything we do - http://www.oxfam.org.uk/what-we-do

Get a feel of what it is like to work at Oxfam - http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam

Find out more about our pay & benefits - http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/what-oxfam-offers

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# OXFAM LEADERSHIP COMPETENCY FRAMEWORK -

| 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 thoughts 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 a large number of 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. |
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