

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

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

## PROJECT COORDINATOR – DISASTER RISK FINANCING

Closing date: - 23 March 2019

Interview date: - Upon Availability of Panel Members

Vacancy reference: - INT5355

***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.*



## 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

To strengthen Oxfam's goal on quality programming and project implementation, innovation, thought leadership, achieve scale and create impact in the area of gender justice by working in partnership with diverse organizations from civil society, government, private sector and academe to achieve gender equality and empower all women and girls. Ensure that Oxfam's Partnership Principles and Strategic Partnership Model are consistently embedded in its ways of working with the organizations that we are in partnership with. Focus on building and sustaining strong and equitable relationships with all partner organizations in support of delivering high quality programmes through a shared vision and goals. Disaster Risk Finance team will be headed by Enterprise Development, Livelihood and Private Sector Engagement Manager who is Economic Justice Resilience Programme Manager. This Position will be reportable to Enterprise Development, Livelihood and Private Sector Engagement Manager and will also have matrix reporting to Rural Manager.

### JOB PURPOSE

World Food Programme (WFP) funded 'Establishing Risk Transfer Mechanisms of Flood Disaster in Kurigram, Bangladesh' project aims to develop and scale up robust and flexible index insurance packages targeted at poor and vulnerable farmers. These models will expand the existing pilots in Bangladesh into additional sites and, using the lessons learned from this process, advocate for the broader intake of index insurance within Bangladesh. The project would roll out and replicate the project models in new pilot program area in Kurigram district of Bangladesh (Kurigram Sadar and Chilmari sub-districts).

## WHAT WE ARE LOOKING FOR

- A confident and motivated self-starter with experience of working with disaster risk financing and climate change adaptation.
- Experience to develop and implement comprehensive financial protection strategies.
- Proven track record in Project Management of multi-year, large scale donor funded projects from design and implementation.
- Significant experience of and proven ability to build, sustain, advocate and manage strong partnerships and work collaboratively with a wide variety of organizations including Government agencies, private sector, academia, donor, civil societies and NGOs.
- Strong interpersonal skills and a highly-developed ability to work in multicultural settings and with community groups of varying backgrounds; developed capacity for tact, diplomacy and negotiation.
- Strong understanding of gender equality, safe guarding, women economic empowerment issues and experience in integrating these into programme practice
- Excellent coordination, communication and interpersonal skills
- Ability to adapt to different working cultures

### Core Details

Location:	Dhaka, Bangladesh with frequent travel to field (at least 40% time)
Our package:	As per Oxfam salary grade
Internal Grade:	National, C2
Contract type:	Temporary, Fixed Term, up to 15 February 2020 (with strong possibility of extension)
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:	Direct report: Enterprise Development & Private Sector Manager
Staff reporting to this post:	2 direct report 2 matrix (1 programme quality and 1 finance) report
Annual budget for the post:	The post holder will manage approximately 1 million GBP per year

## KEY RESPONSIBILITIES

### Project Management (45%)

Overall responsible to oversee the implementation of the 'Establishing Risk Transfer Mechanisms of Flood Disaster in Kurigram, Bangladesh' project's partners and different stakeholders.

2. Support Senior Program officers and partners to develop and implement the project in line with Oxfam's vision, strategies and Oxfam Bangladesh country strategy.
3. Provide leadership and strategic guidance in developing effective capacity building mechanism to partners using formal and informal approach for making transformative change.

4. Lead in compliance with all organizational and donor requirements, producing narrative and financial reports for projects under remit, and collaborates with relevant colleagues, technical advisors, program quality and business development functions to ensure timely submission of high quality reporting that complies with donor requirements.
5. Build capacity and guide the program officers, partner staffs about Oxfam ways of working, partnership policy, roles and responsibility, donor terms, compliances etc.
6. Identified the strength and the gaps between the planning and implementation and take corrective actions to mitigate the gaps.
7. Support program officers to develop their capacity on budget negotiation, monitoring, budget tracking and utilization.
8. Ensuring that all expenditure is in line with project budget/forecast, and that transactions and documentation comply with Oxfam policy, procedure and minimum standards. Monitoring budget vs actual and partner finance and activity reporting monthly, sharing with relevant colleagues and taking remedial action as necessary and in a timely way.
9. Manage the performance of the senior program officers and support Matrix Managed senior finance officer and senior MEAL officer.
10. Work out, validate and establish a viable commercial flood index insurance model and linking the model with other mechanisms through closely working with other relevant team (s) under Economic Justice and Rights team and beyond.
11. Strong analysis of demand and supply side factors of the flood index insurance and lead adjustment process in the areas as per the need of the service market.
12. Leading development of employment strategies based on the project design, gender issues and standard service market norms followed by the private sectors.
13. Ensure integration of Gender, disability, child protection, Human Rights and Rights based framework in the program.
14. Coordinates with the program advocacy team to ensure that policy pronouncements and advocacy actions are in line with strategic program work in country.
15. Conduct Project Management and Steering Committee meetings and see through the implementation of agreed action points of the Project Management Committee.
16. On a periodic basis, review spending against system-wide and/or OPAL budget and recommend changes and corrections in project information, budget forecasts etc.
17. Act as the budget holder and OPAL Project Manager for designated project

#### **Policy, Advocacy and Communication (20%)**

1. Provide support in designing, developing and implementing the advocacy and communication strategy in line with projects' planned interventions.
2. Analyse the current policy / programme and legal framework and institutional setup related to development and livelihood context in Bangladesh particularly in project areas with the rural

linkage and implement relevant advocacy strategy towards reducing vulnerability of marginalised and poor community.

3. Coordinate with relevant stakeholders including GO and NGOs at local and national level to effectively implement advocacy initiatives
4. Provide technical and hand holding support to local partners on local level advocacy initiatives
5. Play active role in lobby and advocacy on issues related to program through personal contacts and co-ordination of allies and ensure Advocacy team engagement.
6. Provide clear and strong steering to integrate the essence of gender and women leadership in the project.
8. Support the different disaster risk financing interventions which are being initiated at Oxfam country office, HQ and Regional office.

### **Monitoring, Evaluation, Accountability and Learning (MEAL) (15%)**

1. Establish a robust MEL system (quantitative and qualitative) in line with project plan for tracking project progress and outcome on regular interval. Ensure integration of sustainable development from analysis to setting indicators.
2. Get engage in understanding of OPAL (Oxfam's' Program Accountability and Learning System) system and overall management of OPAL system.
3. Develop project implementation guidelines in line with the planned project interventions
4. Provide robust orientation to the project team both at Oxfam and partner level on the project implementation guidelines and MEAL system and support to implement the same
5. Ensuring monitoring the project progress on regular interval through desk monitoring and field visits and provide them feedback on regular interval
6. Compile high quality MEAL reports on regular interval, analyse MEAL reports and provide feedbacks / recommendations / suggestions to the project team for effective project delivery
7. Develop high quality photo documentation capturing project progress and positive changes in people's lives throughout the project implementation as well high quality documentation on human interest stories / case studies.
8. Develop high quality documentation on processes, achievements, learning and challenges throughout the project implementation and share with different team or stakeholders through different medium.
9. Provide leadership and coordinate production process/printing of required IEC and BCC materials after peer review and appropriate field assessment.
10. Produce periodical (six monthly/ annual) narrative donor reports and ensure timely financial reports.
11. Maintain a comprehensive documentation and record keeping

## **Performance Management (10%)**

1. Manage/supervise performance of the project staff in line with Oxfam policies, ensuring that they have the necessary induction, training, support and effective management against agreed objectives.
2. Manage direct reports, volunteers and consultants/service providers that may be assigned to the project and ensures competencies are equal to the programme's demands.
3. Provide support to the team members to in a timely manner to meet project and learning needs.
4. Provide recommendation to line manager/HR on issues related to managing staff performance and other related concerns.

## **Representation (10%)**

1. Represent Oxfam externally and positively contribute to the promotion of flood index insurance and resilience and taking a lead role and contributing to knowledge sharing and program development where possible and relevant.
2. In times of disasters, support humanitarian surge capacity or the organization.
3. Contribute positively to program discussion and funding opportunities as appointed.
4. Perform priority organizational tasks related to his/her competencies as may be assigned from time to time.

## **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**

- MBA major in Finance or Masters in economics or Development Studies or Disaster Management (with background in business studies) from any reputed university ( E )

### **Experience Requirements**

- In depth understanding of and extensive work experience (at least 5-7 years) on disaster risk financing. ( E )
- Proven track record in Project Management of multi-year, large scale donor funded projects from design and implementation. ( E )
- Significant experience of and proven ability to build, sustain, advocate and manage strong partnerships and work collaboratively with a wide variety of organizations including Government agencies, private sector, academia, donor, civil societies and NGOs. ( E )
- Strong interpersonal skills and a highly-developed ability to work in multicultural settings and with

community groups of varying backgrounds; developed capacity for tact, diplomacy and negotiation. ( E )

- Mature knowledge and a broad understanding of development sector particularly of labour/skill service market ( E )
- Demonstrated commitment to mainstreaming gender and diversity equity issues as well as a commitment to neutrality & impartiality. ( E )
- Solid understanding in developing and implementing Results Based Management (RBM) based M&E framework. ( E )
- Experience in capacity assessment, baseline, market assessment, project planning, review and capacity building process. ( E )
- In-depth knowledge on legal and institutional framework related to insurance. ( E )
- Robust understanding of advocacy, campaigning, promotion and communications and how they contribute to achieving programme goals. ( E )
- Demonstrated good experience of developing high quality documentation such as project progress reports, human-interest stories, process documentation, IEC etc. ( E )
- Willingness to work flexibly and to travel in difficult geographical locations at in country and abroad. ( E )
- Ability to work under pressure, prioritise well and commitment to meet deadlines ( E )
- Excellent communication skills with fluency in written and oral English and Bangla ( E )
- Excellent interpersonal communication, facilitation and representation skills ( E )
- Proven experience of using basic MS Office application (Word, Excel, Access and PowerPoint) ( E )

### **Additional Requirements**

- Gender knowledge and cultural sensitivity with a strong commitment and understanding of the values and principles of Oxfam. ( D )
- In-depth understanding of gender, child protection, disability, human rights, VAWG and HIV/AIDs issues and experience in integrating these into programme practice. (D)
- Experience in community-based projects will be an advantage (D)
- Creativity – thinking of new ways to ensure influence of key Gender Equality issues (D)
- Commitment to the aims and objectives of Oxfam (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 C2

#### JOB FAMILY: Programme

#### DIMENSIONS:

- Overall responsible to coordinate and deliver of agreed plans and strategies, formulate RBM based Monitoring, Evaluation, Accountability and Learning (MEAL) framework, engagement with project partners to ensure quality implementation including HR/structural support, manage the programme budget and produce periodic quality reports.
- Highly demanding and fulfilling management role working in close collaboration with Oxfam Country Director, Programme Managers, technical advisors and Oxfam affiliates.
- Work patterns will not be overly defined and will require self-motivation and judgement from the post holder. The role is variable but with well-defined targets, and/or minimum standards, and both in proactive and reactive.
- Operational decision-making with a high degree of judgment to address diverse and complex problems, in consult with the higher-management when required.
- Diverse and complex context analysis (macro and micro level), requiring professional knowledge, field experience and an understanding of development work particularly on disaster risk financing and resilience.
- Impact and influence mostly within the Economic Justice Resilience team with active engagement with a portfolio of diverse partners from civil society, private sector, government and working together with Oxfam's Programme and Policy – advocacy team.

*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](mailto: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
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	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.
<b>Humility</b>	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.
<b>Relationship Building</b>	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.
<b>Listening</b>	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.
<b>Mutual Accountability</b>	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.
<b>Agility, Complexity, and Ambiguity</b>	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.
<b>Systems Thinking</b>	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.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	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.
<b>Self-Awareness</b>	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.
<b>Enabling</b>	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.

<https://jobs.oxfam.org.uk/internal/vacancy/10246/description>