

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

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

SENIOR PROGRAMME OFFICER – DISASTER RISK FINANCING

Closing date: - 23 March 2019

Interview date: - Upon availability of panel members

Vacancy reference: - INT5356

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

Disaster Risk Finance team will be head by Enterprise Development, Livelihood and Private Sector Engagement Manager who is Economic Justice Resilience Programme Manager. This Position will be reportable to Project Coordinator- Disaster Risk Finance.

JOB PURPOSE

Develop and deliver World Food Programme funded 'Establishing Risk Transfer Mechanisms of Flood Disaster in Kurigram, Bangladesh' project in line with 'Oxfam One Program' approach to contribute to 'Oxfam Bangladesh Program' and integrate potential of insurance to all three themes of Oxfam in Bangladesh.

WHAT WE ARE LOOKING FOR

- A confident and motivated self-starter with proven background of working with disaster risk financing and micro and meso-level general insurance industry.
- Work experience of disaster risk financing and climate change adaptation
- Experience in project management and monitoring field level implementing partners
- Clear understanding and knowledge on role of private sectors in poverty eradication.
- Strong understanding of gender equality, safe guarding, women economic empowerment issues and experience in integrating these into programme practice
- Competency in drafting annual and semester donor reports, ad-hoc donor reports and proposals.
- Experience on influencing/advocacy and capacity building programmes at national and international NGOs or relevant organisations
- Excellent coordination, communication and interpersonal skills
- The ability to adapt to different cultures
- Previous work experience with Humanitarian organization

Core Details

Location:	Dhaka, Bangladesh with frequent travel to field (at least 40% time)
Our package:	As per Oxfam salary grade
Internal Grade:	National, D1
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:	Direct report: Coordinator, Disaster Risk Finance Matrix report: Rural Manager
Staff reporting to this post:	None
Annual budget for the post:	No Budgetary Responsibility

KEY RESPONSIBILITIES

Project implementation (50%)

Coordinate the preparatory activities of the project including local level awareness program and national level project inception.

- Ensure timely and quality implementation of project activities, and Monitor and track the achievement of overall project objectives.
- In accordance with the project policies and strategies, implement the planned activities in the operational areas to ensure achievement of project objectives.
- Assist to other service providing agency like IWM, partner Insurance company and research institute etc.

Coordination and Communication (25%)

- Establishing and maintaining liaison/coordination with other projects/departments within the organization under the assigned area of operation.
- Maintain regular communication with the other team members, WFP and back donor for smooth operation of the program activities under the assigned area.
- Monitor and control budget performance and make necessary Revision/adjustment.
- Ensure local purchases and expenditure (cost effective & Efficiency) as per Oxfam policies.
- Ensure the effective use of project resources
- Prepare budget for the project activity having input from all concern.

- Plan the necessary logistics for the project and ensure timely logistics support plan for smooth implementation of the project activities.
- Verify Project financial report and submit it on time on monthly, quarterly and annual basis.

Team collaboration (10%)

- Support the project coordinator and programme managers to implement the project
- Closely work with partners of project and support them to ensure the results of project
- Support team to achieve the project objectives specially on enabling environment
- Closely work with Rural and Private Sector teams to ensure successful delivery of pilot interventions and documentation of key achievement
- Document the achievements of capacity building and influencing and share the learning with all projects and programmes

Overall programme support and Capacity Building (15%)

- Actively participate in the development and maintenance of key organisational networks
- Represent Oxfam at internal and external forums/ networks; establishing and maintaining contact with range of organizations and individuals
- Support all Oxfam team to develop the influencing plans for different projects and programmes
- Support REECALL 2021 team to scale up disaster and climate insurance works
- Planning, Organizing and implementation of the Project-Seminar orientation/training/workshop.
- Provide technical support to conduct Training need assessment
- Develop Training Module, Schedule
- Ensure that the training modules and materials are in place and used properly, and training activities are undertaken in a qualitative way.
- Conduct/Facilitate Training / workshop/ Orientation session effectively

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

- 5 years' experience on project management and implementation and at least 3 years' work experience of disaster risk financing and climate change adaptation;(E)
- Effective and inclusive leadership and management skills, including identifying and addressing learning and development needs;(E)
- Clear understanding and knowledge on role of private sectors in poverty eradication. (E)
- Strong partnership development skills, communication and coordination skills; (E)
- The production, assimilation and analysis of programme information to inform future directions;(E)
- Support internal and external communications, using well developed communication skills, oral and written; (E)
- Competency in drafting annual and semester donor reports, ad-hoc donor reports and proposals. (E)
- Experience on influencing/advocacy and capacity building programmes at national and international NGOs or relevant organisations (E)

- Demonstrates ability to identify and implement opportunities for innovation.(D)
- Experience in providing advisory support to both senior managers and programme staff and good ability to facilitate learning and knowledge management (D)
- Proven ability to develop and manage institutional relationships and policy advocacy works at national and local level (D)
- Good communication, facilitation and representation skills. (D)
- Strong understanding of gender equality, safe guarding, women economic empowerment issues and experience in integrating these into programme practice (D)
- Demonstrable matrix management skills (D)
- Behavioural role model for peers and fellow team members. (D)
- The ability to adapt to different cultures. (D)

Additional Requirements

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 D1

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.