

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

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

ENTERPRISE DEVELOPMENT, LIVELIHOOD AND PRIVATE SECTOR ENGAGEMENT MANAGER

Closing date: - 18 April 2019

Interview date: - Will be declared

Vacancy reference: - INT4670

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.

JOB PURPOSE

To support, lead, grow and manage the portfolio of the small and medium enterprises, product value chain, private sector engagement and risk sharing initiatives based on natural, climate related and economic shocks.

WHAT WE ARE LOOKING FOR

The Enterprise Development, Livelihood and Private Sector Engagement Manager, is the country level positing to lead enterprise development interventions, provide strategic input on long-term & emergency livelihood, analyse and manage the value chain development interventions also ensure full engagement with the private sector in Bangladesh within and outside the programmatic interventions. Oxfam in Bangladesh is strengthening the producer organizations, agriculture, livestock and trade based product value chains and enhancing small and medium enterprises linking with market and private sector to create new business model and women economic leadership for the small-scale farmers and marginalized women Oxfam in Bangladesh also initiated alternative financial model to build the community resilience by introducing interventions like insurance and risk base financing.

Core Details

Location:	Dhaka, Bangladesh with regular visits to the field
Our package:	As per Oxfam salary grade
Internal Grade:	National, C1
Contract type:	Fixed Term, 2 years (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: Economic Justice and Resilience Programme Manager
Staff reporting to this post:	Senior Enterprise Development Programme Officer (2), couple of Senior Technical Officers.
Annual budget for the post:	Approximately GPP1.5m over 5 years, mainly support to enterprises; also staff, consultancies, research and other activities.

KEY RESPONSIBILITIES

- Plan, develop, design, implement, monitor and evaluate the market based Women Economic Empowerment project (WEE) and value chain projects, Enterprise Development project and 'Alternative Financial Model to address the Disaster Risk/Response' etc.
- Support and guide the producer organizations and small scale enterprises to develop business plan, financial projection, financial analysis and business management
- Building the functional relationship with the private sector entity to ensure to implement the ethical business policy and extend the support to the micro level entrepreneurship,
- Support the team members to design, review and implementation of the Enterprise Development Programme (EDP)'s strategy in the country, in coordination with the EDP Regional and Global teams and Country Management.
- Provide regular banking, financial, accounting and business related analysis to the senior management also provide relevant analysis to the on-going enterprise.
- Ensure that the Programme has strong links to Oxfam's wider markets-based work; and prioritises the WEE as a key component of its strategy and work.
- Coordinate the existing portfolio of enterprises in the country; making direct visits and working with other staff, local partners and the enterprises themselves in planning, implementing and tracking progress against plans and milestones; potentially representing Oxfam on Enterprise governance as member or observer.
- Establish partnerships with government and private sector level Financial Institutions (Banks, investment companies etc) so that small entrepreneurs are getting access to financial capital,
- Lead in the contribution of the country programme to overall strategic aims of the global EDP programme, as well as Oxfam's wider work around investment and private sector engagement done across the Oxfam federation.
- Work closely with the Economic Justice and Resilience team on Economic Empowerment of poor within the natural and climate based challenging conditions.
- Lead the whole Insurance and alternative risk financing model to build the community resilience on social and economic aspects.

- Manage the team and budget for whole Livelihood and EDP related works in the country, including overseeing Oxfam's systems (i.e. OPAL) and liaising with finance teams to meet Oxfam standards.

SKILLS, EXPERIENCE AND KNOWLEDGE

- Graduate and post-graduate studies in a relevant field (finance, business, agriculture)
- Working experience on investment and banking sectors and ability to produce financial and accounting analysis.
- Strong knowledge and experience on retail and higher markets, financial and insurance markets, national and global financial and trade aspect, clear understanding about Value Chain Analysis, Risk Financing and Insurance etc.
- Experience on 'Risk Base Finance Model/Insurance Model' linking with the entrepreneurship, small/micro level enterprises etc.
- Skill to manage enterprise development initiatives, business management and planning, analysis of markets, analysis of competition, production planning, etc.
- Ability to financial projection, financial analysis, generating and reviewing financial information, income statements and cash-flows.
- Substantial experience (minimum 6 years) in supporting, working or investing in small and medium enterprises, with minimum of 2 years in a senior or leadership position.
- Experience in portfolio management, fund development and management, in the commercial, or social/impact investment sectors.
- Strategic thinking and analytical skills; understanding of economic development and market-based programming; and of socio-economic context in the country.
- A strong commitment to gender equality; and direct experience in supporting women's empowerment, and rights-based approaches to poverty alleviation.
- Knowledge and experience Climate Change Adaptation (CCA) and Disaster Risk Reduction (DRR) programming for smallholder and women producers
- Experience in negotiating and working with the Private Sector to build the capacity and link with smallholder producer organizations and small enterprises
- Experience of partnership development, nurturing and management and alliance building and maintenance across actors and sectors.
- Demonstrable business plan development and financial analysis skills.
- Very good interpersonal skills & flexibility/creatively to work independently and within a dynamic environment, and across teams and partners.
- Excellent communication skills and an ability to write in the national language/s and in English, and to communicate with a variety of stakeholders.
- Ability to organise, plan and prioritise work according to deadlines; and manage budgets and projects.
- A network of relevant investment and development contacts to draw on.

Additional Requirements

OTHER: Willing to travel on an average 50% of the time, mainly in country.

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 C1

JOB FAMILY: Programme

DIMENSIONS:

- Leading and Managing the Project Management Cycles of different projects/interventions and business enterprises.
- Coordinates and delivers agreed plans or strategies over which the job holder has major strategic input.
- Lead the Enterprise Development Programme, all the value chain related initiatives, projects link with Insurance and Risk Financing.
- Represents Oxfam in external events, mainly in country; but has also Impact and influence on the EDP global programme and occasionally outside the country.
- Develop and implement the Private Sector Engagement Strategy, Market Access Strategy for the programme and Access to Finance Strategy.
- Provides specialist advice or specific skills to their team or programme units.
- Carries out complex and non-routine tasks within their specialist unit or function.
- Analyses and communicates complex economic, financial, growth and development related information to the wide audience.
- Represents Oxfam in external events, mainly in country; but has also Impact and influence on the EDP global programme and occasionally outside the country.
- Proven skills and expertise in budgeting, financial analysis and multiyear income and expenditure projection.
- Capable and skilled in cost analysis and break event period, break even cost, unit selling price, payback period, debt equity ratio etc.
- Idea of alternative financing mechanism, value chain finance and ways of influencing the financial institution for graduation and expansion of the funded enterprises.
- Clear idea and skill of organisation development process, entrepreneurial leadership, market based approach and inclusive market regime.

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.