

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

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

SENIOR PROGRAMME OFFICER- 'SECURING RIGHTS OF DOMESTIC WORKERS' PROJECT'

ECONOMIC JUSTICE AND RESILIENCE TEAM

Closing date: - 23 April 2019

Interview date: - To be declared

Vacancy reference: - INT5463

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.

JOB PURPOSE

The Securing Rights of Women Domestic Workers in Bangladesh project (in brief: Securing Rights Project) aims to improve the well-being of women domestic workers by enabling them to access their rights to engage in "decent work" as defined by the International Labour Organization (ILO). The four-year project will build on the momentum created upon approval of the Domestic Worker Protection and Welfare Policy (2015), by Government of Bangladesh which recognizes domestic work as a profession and extends several rights and protections to domestic workers. The ultimate outcome for SRP is- Increased social and economic well-being for women domestic workers (DW) in Dhaka, Bangladesh.

Team Purpose

- **Implementation and Coordination:** the foremost purpose of the position is to run the programs and project, ensured coordination among different stakeholders involved in the projects. Improve the capacity of the partners and staff regarding the projects, achieving results, explore the possible cooperation with government concern department, initiate local and national level advocacy and linking up the local voice with the national policy makers. Explore and execute engagement with the private sector and market where targeted households and communities ensured substantive income and employment.
- **Monitoring and Reporting:** programme of the Oxfam having an output, outcome and indicators based monitoring framework which is the key purpose of this assignment to track the implementation progress, measuring quality, draw learning, challenges, identify scope of value addition in implementation design and opportunities through clearly define MEAL framework with operational plan. Additionally, documenting the progress, accomplishment, achievement and monitoring fund utilization in timely manner.
- **Learning and knowledge management:** according to the framework of integrated programme and project, capturing learning, dissemination of information, sharing the good practises, and getting the future direction learning and documentation is a must area of the programme. Learning would be used as knowledge management of the staff and partners to guide the programme and partners on newly emerging aspects of development like DRR, CCA, and Community based adaptation, gender integration, economic empowerment, market analysis, and involvement of private sectors and impact of climate change.
- **Influencing:** Impact at scale and achieving results through influencing public policy and national and international frameworks are crucial for Oxfam implementation strategies. To take appropriate initiatives, collaboration and networking for influencing government agencies to translate the commitment regarding national and international framework, treaty and declarations into reality; the position holder will act very important roles along with other team members.
- **Developing and enhancing capacity of partner:** as mandate of Oxfam programme partnership, enhance capacity of the implementing partners is one of the focal areas for the integrated approach. a quality partnership will be development through building capacity of partners. Partners would be able to analyse the current programmes and review/revise or develop new integrated programme through addressing the Oxfam country operating model and strategy plan pillars and overarching issues.
- **Programme quality and accountability:** Clarifying understanding on outcome and output based and indicator wise Monitoring, Evaluation and Learning Process, develop require tools and methodology, and execute the plan effective and efficiently. Sharing the learning of MEAL with other programme team members and stakeholders.

CORE DETAILS

Location:

Dhaka in Bangladesh with frequent travel to field (at least 45% time)

Our package: National Salary Scale

Internal Grade: D1, National

Contract type: 3 Years.

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: Project Coordinator – Securing Rights of Domestic Workers-SRDW

Staff reporting to this post: None

Annual budget for the post: BDT 1,056,451

KEY RESPONSIBILITIES

Sl.	Key responsibilities	%
1	Managing partnership:	35%
	<ul style="list-style-type: none"> Responsible to implement the designed projects/programs and managing more than 5 local, national and influencing partners for Securing Rights of Domestic Workers (SRWD) under urban Programme. Provide periodical monitoring and supervision support, budget tracking and management and close support to the partners and report back to line management also to the partners. Develop the knowledge, skill and understanding of staff working with partners on Women economic empowerment, informal economy, labour rights, private sector engagement, skill development and Resilience. Support the partner organisations on engagement with private sectors to enhance the economic activities, income and employment generation. 	
2	Coordination and integration:	
	<ul style="list-style-type: none"> Ensure integration of Gender, Women Transformative Leadership, Governance, Human Rights and Rights base framework in the program. 	20%

	<ul style="list-style-type: none"> • Ensure appropriate analysis on impact of DRR, climate change, Resilience, WASH, ICT, market chain, private sector and policy link. Include the findings/outcome of the analysis in the programme design from indicators to impact level. • Integrate the gender and diversity with the projects and programs through mobilising women and men. 	
3	Influencing related responsibilities:	
	<ul style="list-style-type: none"> • To ensure purposeful communication with influencing partners, Think-tank organizations, knowledge based partners and relevant stake holders for influencing public policy and programme for the greater well-being of the vulnerable people. • To take appropriate initiatives, collaboration and networking for influencing government agencies to translate the commitment of national and international framework, treaty and declarations into reality. 	25%
4	Reporting documentation and knowledge management:	10%
	<ul style="list-style-type: none"> • To prepare quality periodical and special report for different stakeholder and produce draft quality external narrative donor reports and ensure financial reporting. • Documentation of good practice, success and accumulate learning from field and sharing with relevant internal and external audiences • Accumulating learning from field and different sources on DRR, CCA, Economic empowerment, influencing and active citizenship for self and other development 	
5	Programme quality, accountability & monitoring:	
	<ul style="list-style-type: none"> • Contribute to enhance MEAL plan (partner/project wise), tools and methodology in advance and ensure timely implementation and sharing the report with higher management. • Managing people soft including Oxfam web based system efficiently. • Maintain baseline information of the targeted households and communities and tracking the changes in terms of social, economic, cultural and political changes. • Act as assign by the Manager. 	10%

7. 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
- Ensure integration of Gender, Women Transformative Leadership, Governance, Human Rights and Rights base framework in the program.

- Ensure appropriate analysis on impact of DRR, climate change, Resilience, WASH, ICT, market chain, private sector and policy link. Include the findings/outcome of the analysis in the programme design from indicators to impact level.

Integrate the gender and diversity with the projects and programs through mobilising women and men

SKILLS, EXPERIENCE AND KNOWLEDGE

Essential

Technical Skills, Experience & Knowledge

- Masters in relevant field with minimum 5 years' experiences in social science and other relevant discipline.
- Experience in partnership management, programme development and programme implementation.
- Monitoring and reporting of partner level implementation and budget expenditure tracking.
- Produce quality reporting for internal and external donors.
- In-depth knowledge on Women economic empowerment, informal economy, labour rights, private sector engagement, skill development and Resilience, Resilience, right base approach, community development model, clear analysis on social/ economic/ gender power dynamics from community to national level.
- Good communication, facilitation, presentation and representation skills.
- Strong understanding of gender and HIV/AIDs issues and experience in integrating these into programme practice.
- Ability to work under pressure, decision making and multi-tasking.

Desirable

- Should have 5 years working experience at reputed national or international development organizations.
- Demonstrates ability to identify and implement opportunities for innovation.
- Experience is developing module, facilitating and moderating sessions and workshops.
- Proven ability to work with alliances and engage in institutional relationships.
- Ability to work with support and influence others.
- Understanding of advocacy, campaigning and communications and how they contribute to achieving programme goals.

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: D1, NATIONAL

JOB FAMILY: PROGRAMME

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.