

JOB PROFILE

JOB TITLE: Campaign Officer [Seven months fixed term as maternity replacement]	
DIVISION: International	DEPARTMENT: Policy and Advocacy Department
LOCATION: Dhaka, Bangladesh	JOB FAMILY: Programme
SALARY: National Salary Scale	LEVEL: D1 National
<p>OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering</p> <p>TEAM PURPOSE: To develop and manage campaign partnership and to assist team in designing and development of campaign/advocacy strategy, plans, reporting, documentation and communication strategies and to take fuller responsibility to implement agreed plan to optimize the impact of the Oxfam's Economic Justice Campaign</p> <p>JOB PURPOSE: To work with the Policy and Advocacy Department of Oxfam Bangladesh Programme for Food and Climate Justice with a particular focus and integration between and among on agriculture, climate change and trade</p>	
REPORTING LINES:	Post holder reports to: Campaign Coordinator Staff reporting to this post: None
BUDGET RESPONSIBILITY:	None
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> ✓ Draws from a variety of information sources to inform decision. ✓ Required to make sound judgments within agreed processes and using good understanding of the team and the facilities of the team in order to solve problems of a varied nature and resolving day-to-day problems without upward referral; will manage a mixture of proactive projects and reactive work where problems will vary and will include a combination of routine and complex ones. ✓ Management of economic justice campaign projects or elements of other projects. ✓ Impact of this role is significant within the Policy and Advocacy Department and has wider organizational impact. ✓ Representing Oxfam to external contacts and may need to deal with influential senior external contacts or supporters. ✓ Collaboration with the peers, colleagues and senior managers ✓ Development, coordination and delivery of agreed plans and strategies. ✓ To take responsibility and to facilitate the process of producing quality reports (financial and narrative) that demonstrates good accountability. ✓ Needs to ensure media related support for the Policy and Advocacy Department of Oxfam Bangladesh Programme ✓ Needs better understanding, knowledge and experiences working on digital campaigning tools and techniques 	
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ✓ Facilitate the development, coordination and implement of European Union Funded Climate Change Project and other campaign plan under GROW campaign at partners level. ✓ Help establishing collaborative ways of advocacy and campaigning with a broad range of stakeholders and networks on agriculture and climate change issues. ✓ Assist the development of the capacity of partners to undertake advocacy and campaigns in line with Oxfam policy/procedures. ✓ Facilitate to mainstream diversity issues including gender and ethnicity into the strategy & plan. ✓ Collaborate with other members of the Policy and Advocacy Team and with other units of the Oxfam country programme in support to building integrated country programme. 	

- ✓ Monitor, produce and compile regular reports and updates on the implementation of the economic justice campaign for partners, donors and Oxfam bodies.
- ✓ Manage partnerships throughout the whole project cycle: appraisal, monitoring of implementation, evaluation, and exit; ensure that implementation deliver the desired outcomes.
- ✓ Support the learning process, ensuring that learning feeds into the improvement of overall programme quality.
- ✓ Assist Media and Communication Coordinator to update Campaign Website on a regular basis.
- ✓ Manage volunteers and consultants/service providers that may be assigned to economic justice work, ensuring competencies are equal to the programme's demands.
- ✓ Manage grants to partners, ensuring compliance with Oxfam's mandatory procedures on appraisals, partner selection, monitoring, reporting and project closures
- ✓ Support the Policy and Advocacy Manager and Campaign Coordinator on fundraising and donor relations' management.
- ✓ Ensure that Oxfam's and donors' programme and project monitoring and reporting requirements are incorporated and met.
- ✓ Ensure implementation of communication strategies and activities in accordance with Oxfam's policy/procedures.
- ✓ Draw up budgets for all projects and activities, manage spending within budgets, and provide justifications for variances to the Campaign Coordinator.
- ✓ Ensure that proper administration and logistics systems and procedures are followed in the procurement of goods and services.

SKILLS AND COMPETENCE:

- ✓ An academic qualification of Masters from any discipline.
- ✓ Knowledge of Bangladesh's development issues and concerns, specifically those pertaining to food security, agriculture and climate change
- ✓ Competencies to deal with diversity issues including gender and ethnicity
- ✓ At least 3 years of experience in partnership management and implementation of advocacy and campaign projects.
- ✓ Ability to work under pressure and meet deadlines.
- ✓ A high level of interpersonal and communications skills; developed capacity for tact, diplomacy and negotiation.
- ✓ Ability to work creatively, innovatively and effectively within multi-cultural teams and as an individual; a self-starter who can work within a framework and with some support.
- ✓ Fluency in written and oral English and Bengali; able to write funding proposals and reports.
- ✓ Willingness to travel frequently, sometimes to remote areas.
- ✓ Proven competencies on regular programme software like MS office application (Word, Excel and PowerPoint).

OTHER:

This job description is not incorporated into 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 light of the strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process.