

# PROGRAMME MANAGER – AHP

INT9762

## JOB DETAILS

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| <b>DIVISION:</b> Impact  | <b>TEAM:</b> Project Management Unit |
| <b>LOCATION:</b> Cox's Bazar, Bangladesh   | <b>CONTRACT TYPE:</b> Fixed Term     |
| <b>GRADE:</b> National C1  | <b>JOB FAMILY:</b> Programme         |
| <b>SALARY:</b> As per Oxfam GB national pay grade in Bangladesh  | <b>HOURS:</b> 37.5 hours per week    |
| <p><b>FLEXIBLE WORKING:</b> We believe flexible working is key to building the Oxfam of the future, so we're open to talking through the type of flexible arrangements which might work for you.</p>   |                                      |
| <p><b>DIVISION PURPOSE:</b> Pre-populated for each division.</p> <p><b>TEAM PURPOSE:</b> Oxfam in Bangladesh has been known for large-scale humanitarian interventions and development programs since 1971. At present, Oxfam has prioritized working in four thematic areas, including Gender Justice and Social Inclusion, Economic Inclusion and Justice, Climate Justice and Natural Resource Rights, and Humanitarian Action and Disaster Resilience. A team of senior-level thought leaders and professionals and a network with different sectoral expertise representing the private sector, academia, and think tanks make Oxfam a special place to work.</p> <p>The largest exodus of Rohingyas in late Aug 2017 was triggered by violent army atrocities in the Rakhine state of Myanmar killed thousands and forced over 860,000 Rohingya to flee to Bangladesh and form the largest and most overcrowded cluster of camps (34) in the world. Oxfam has been responding through WASH, EFSVL, Protection, and Gender interventions at the onset of the current crisis.</p> <p><b>JOB PURPOSE:</b></p> <ul style="list-style-type: none"> <li>• The Programme Manager (PM) oversees the anticipatory project including financial management, ensuring compliances are met and effective coordination with the thematic heads.</li> <li>• To promote safe programming along with other sector leads, advisors, and managers</li> <li>• To be accountable for ensuring community participation shapes programme decisions, actively seek a partnership approach, and work following feminist principles including strong awareness of power dynamics.</li> </ul> |                                      |
| <b>POST HOLDER REPORTS TO</b>  | Head of Project Management Unit      |
| <b>JOBS REPORTING TO THIS POST</b>   | 3 to 5 Direct reports                |
| <b>BUDGET RESPONSIBILITY</b>   | Yes - Average 1 million AUD          |
| <b>KEY RESPONSIBILITIES</b>  |                                      |

## **Project Management**

- Provide overall management, and operational leadership in quality implementation of the anticipated project in Oxfam's Cox's Bazar Rohingya Response in camps and host communities.
- Ensure that programme design and implementation are consistent with Oxfam's quality and accountability standards, donor requirements, emergency guidelines, protocols, and the Core Humanitarian Standard, and that work meets Sphere and other external standards and protocols to which Oxfam has signed up to.
- Ensure partnership management as per Oxfam's partnership policy and protocols
- Closely monitor monthly BvAs and manage programme budget to ensure expenditure is on track;
- Ensure the project adheres to donor compliances. Regularly update and track the project risk register and ensure mitigation measures are taken. Ensure the project partners are adhering to donor compliances.
- Manage staff according to Oxfam procedures and policies, including performance management, ensuring that staff are supported and given opportunities and training for development.
- Coordinate and support Sectoral Leads to ensure the project implementation plans are in accordance with OIBD strategic priorities and being implemented accordingly to programming principles
- Ensuring quality narrative reporting (monthly, quarterly, midterm, and annual/final) for donors and financial accounting as appropriate, with input from MEAL teams
- Ensuring that the project is implemented in a consultative, participative, and gender-responsive way and that the donor's cross-cutting themes of disability inclusion, gender inclusion, and localization are incorporated by all Sectoral Leads
- Ensure a high quality, multi-sectoral approach, aiming at reaching Sphere standards, with a strong focus on quality and accountability
- Ensure that high-quality reports are produced timely as per the requirement of donors and consortium lead.

## **Representation, Liaising, and Communications**

- Representing the Oxfam project at key forums in Cox's Bazar and in the consortium as appropriate
- Ensuring donor and Oxfam visibility of the project activities in line with organization, donor, and consortium requirements
- Ensure field activities and initiatives are communicated to a broad audience by working with Communications teams and the project consortium lead agency

## **Accountability**

- Ensure Oxfam's accountability framework is fully understood and implemented by staff and partners, with procedures in place to ensure accountability to communities, partners, staff and donors.
- Oversee relationships with partners, ensuring mutually beneficial and equitable relationships and mechanisms.
- Ensure that Oxfam's resources are managed with the highest level of quality stewardship, including implementing and monitoring finance and administration systems and procedures as they apply to the field office and developing a system of checks and balances to ensure timely, appropriate finance and administration procedures.
- Ensure Oxfam's safety and security procedures are implemented in the field office working in close cooperation with the Safety and Security team and Head of Field Office – Cox's Bazar
- Support, with the rest of the sector leads, advisors, and managers, the understanding and use of key analytical tools and frameworks related to Safe Programming

## **Human Resources and Staff Management**

- Performance management/reviews of staff reporting to this position, according to the Oxfam standards and procedures.

- Coach and provide technical guidance and leadership to teams. Ensure capacity building and skill training of all programme staff to deliver quality program outcomes.

## PERSON SPECIFICATION

Most importantly, every individual at Oxfam GB needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY and EMPOWERMENT** (read more about these [here](#)).
- Ensure you commit to our **ORGANISATIONAL ATTRIBUTES** (including adhering to [the Code of Conduct](#)):

|   |   |
|---|---|
| <p><b>1. BE COMMITTED TO OUR <u>FEMINIST PRINCIPLES</u>, AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY."</b></p> | <p><b>2. BE COMMITTED TO UNDERTAKING OXFAM'S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.</b></p> |
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## EXPERIENCE, KNOWLEDGE & COMPETENCIES

**Essentials**

For this role, you will need to model Oxfam's feminist leadership approach so we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more [about here](#)):

- Self-Awareness
- Decisiveness
- Strategic Thinking and Judgment

**In addition, an ideal candidate will also have:**

- Masters in humanitarian/ development studies, or business administration, management or the social sciences.
- 7 years' experience of emergency and development work, and an understanding of relevant issues with at least 4 years international experience.
- A proven record of effective and complex management in a humanitarian response including managing budgets, staff and funding of the programme. This is to include excellent people management skills, with a good understanding of team development and proven financial management skills.
- Proven ability to work creatively, innovatively and effectively with limited direct supervision.
- Proven experience as a team worker and demonstrably co-operative with members of other teams.
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, Oxfam International procedures and other regulatory codes (e.g. InterAction Field Co-operation Protocol).

At interview, shortlisted candidates will also be assessed on our values and organisational attributes, as outlined above.

## Desirable

### Thinking and understanding:

- Good understanding of community emergency issues, with experience of or ability to work directly with local NGOs/partners or communities in the following sectors: livelihoods; water and sanitation; health / disability / gender and of how this may link to Oxfam's objectives within the programme and in the region, as well as in the use of impact assessment to inform programme development choices.
- Proven analytical skills and ability to think strategically for programme design and to implement the approach.
- Knowledge and experience of promoting gender equity, and an active commitment to promoting the interests of marginalised people in all aspects of Oxfam GB's work.
- Sympathy with the aims and objectives of Oxfam.

### Working effectively with others:

- High level interpersonal and communications skills.
- Fluency in spoken and written English.
- Ability to influence and liaise effectively with key stakeholders.

### Leading others:

- Proven evidence of leadership skills including challenging, motivating and developing a team through periods of change.
- Ability to work with others to develop vision into strategy and communicating and influencing this to a wider audience.
- Ability to create the environment to enable others to achieve their objectives and to be able to develop their skills and abilities.

**Safer recruitment:** All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what [this means here](#).

**DBS CHECK REQUIRED** No