

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

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

RURAL MANAGER

Closing date: - 30 May 2019

Interview date: - Will be declared

Vacancy reference: - INT5627

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

Economic Justice Resilience programme team of Oxfam in Bangladesh works with a goal that the most marginalised women and men will have increased their income and livelihood security and will be more resilient to climatic and economic shocks and stresses. Rural resilience project team is a sub-team of Economic Justice Resilience programme team responsible for delivering Oxfam's flagship project in Bangladesh REECALL 2021 ('REE-CALL' stands for Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning and REECALL 2021 is the second phase of REE-CALL focusing on Economic Justice, Women Empowerment, Climate Action, Disaster Risk Reduction, Active Citizenship and Knowledge Management.

JOB PURPOSE

Design, develop and deliver Rural Resilience programme REECALL 2021 in line with 'Oxfam One Program' approach to contribute to 'Oxfam Bangladesh Program' and integrate Rural Resilience Programme to broader Economic Justice and Resilience theme of Oxfam in Bangladesh. This Position will be reportable to Economic Justice Resilience Programme Manager.

WHAT WE ARE LOOKING FOR

- A confident and motivated self-starter with proven background of working on resilience in rural context
- Work experience of resilient livelihoods
- 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, C2
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: Economic Justice Resilience Programme Manager
Staff reporting to this post:	4 direct reports and 3 indirect reports
Annual budget for the post:	Initial indicative restricted budget of at least up to GBP 1 million/year

KEY RESPONSIBILITIES

Programme Management (40%):

- Coordination of and delivery of agreed plans or strategies of Rural resilience framework/REE-CALL 2021 along with some strategic input
- Provide necessary guidance to quality implementation of Oxfam and partner led activities funder ANCP, BPP, OHK, EU and other donors.
- Guiding the team members for leading and managing a range of partnership with NGOs, private sectors, Thinktank organization and government agencies.
- Provide leadership and manage the design, development and implementation of all programs and projects under Rural resilience framework/REE-CALL 2021.
- Support partners to develop project proposals along with budget and clear Monitoring, Review and Evaluation frameworks.

Influencing (20%):

- Maintain links with regional and national bodies and take responsibility to organise influencing events as per project plans.

- 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
- Participate in and support national campaign working groups.
- Engage in developing and disseminating learning from different programmes and project and utilise the learning in different ways at national level.
- Develop regular and specialised reports for the media and feed the reports in different web-site and digital social networks.

People Management (20%)

- Manage the staff under direct supervision and guide the staff under indirect supervision.
- Collaborate with staff working under different themes of Oxfam in Bangladesh to ensure integration of rural resilience programme

Representation (10%)

- 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.

Donor Engagement (10%)

- Manage the current donors and support the Funding and Quality Director to mobilise new donors for the existing projects and new projects.
- Develop regular and specialised reports for the donors in a regular manner.
- Keep donor and other stakeholders updated about the project management, challenges and any exceptional achievements.

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

- Post-graduate qualification in development studies, economics, public policy, agriculture, business studies, disaster management or related field of social science (E)

Experience Requirements

- In-depth knowledge and understanding on rural resilience programme (E)

- At least 5 years working experience in rural programmes at national and international NGOs or relevant organisations (E)
- In-depth understanding on thematic areas on economic justice and women empowerment, DRR and Climate Action, Active citizenship and knowledge management (E)
- Wider knowledge on programme alignment with 7th five-year plan of Bangladesh, SDGs, Sandai framework and other national and global policy instruments (E)
- Experience on program, project and Partnership Management (E)
- Strong ability and proven track record on program design, monitoring and evaluation (E)
- Demonstrates ability to identify and implement opportunities for innovation (E)
- Demonstrable people and budget management skills (E)
- Clear knowledge and understanding about the national and international process of women's movement which preserving and protecting women rights and entitlements (E)
- Good communication, facilitation and representation skills (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)
- Strong understanding of gender and HIV/AIDs 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)
- Experience of working in insecure environments and of implementing security policies (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 C2

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.