

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

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

## LOCALISATION/ELNHA II – PROJECT MANAGER

Closing date: - 21<sup>st</sup> December, 2019

Interview date: - TBA

Vacancy reference: - INT5459

***Oxfam is committed to preventing any type of unwanted behavior 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

Responsible for leading, strategically influencing, effectively planning, supervising, coordinating, and facilitating scale up of the localisation agenda for humanitarian preparedness and response working closely with partners, CSOs/CBOs, government actors, UN, INGOs and the private sector. The job entails building and maintaining an effective team and suitable enabling environment for delivery of project results in close link with the Oxfam Country Strategy, and the Global project outcomes.

### WHAT WE ARE LOOKING FOR

We are looking for an experienced influencer and manager who has a passion for raising the voices of local and national actors to address the needs of the communities living in crisis. You will be a creative self-starter who has proven experience in advocating and strategically identifying spaces and actors to push an agenda at national level. You will also have experience guiding and managing a project team.

### CORE DETAILS

Location:	Dhaka, Bangladesh
Our package:	<b>BDT. 17,22,303 gross per annum</b> (13 months) with other benefits e.g. medical for spouse and children, contributory Provident fund, gratuity, leave & Insurance etc.
Internal Grade:	C2

Contract type:	Fixed Term (1 year 4 months)
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:	Humanitarian Programme Manager
Staff reporting to this post:	ELNHA Team members (ELNHA Partnership Coordinator, Sr. CTP Officer, Sr. Influencing Officer & Sr. MEAL Office with matrix relationship)
Annual budget for the post:	TBD
Key relationships/interactions:	Maintains close active relationship with the national and local government, civil society, donors and INGOs; the ELNHA Global team, Bangladesh MEAL Coordinator, Gender Justice Program Manager, Policy, Advocacy, Campaign and Communication Manager. Donor Contract & Compliance Officer.
DBS checks (for roles based in the UK):	Please specify the level of DBS check. If not, please type N/A.
Screening checks:	Please specify if this role qualifies for screening checks. If not, please type N/A.

## KEY RESPONSIBILITIES

### Technical

- Contribute to in conjunction with the Humanitarian Manager, the practical development of strategic alliances and partnerships for long-term sustainability of the localization agenda, and liaises with key stakeholders relevant to meeting the localization agenda, as framed within the principles of in the Grand Bargain and Charter for Change;
- Ensures project learning is well captured, analyzed, shared at appropriate national, regional and international level;
- Ensures that learning informs the design and implementation of activities for greater impact and sustainability;
- Work with country teams in the region to learn from their approaches to localisation; Ensures that project meets the MEAL (Monitoring, Evaluation, Accountability and Learning) requirements and compliances of Oxfam and donor in a timely manner; Ensures that project budgets and workplans are in place and their timely implementation in a cost-effective manner, and that expenditures are kept within budgets;
- Manage the ELHNA II project in line with the project budget, contractual requirements and Oxfam internal systems, policies and procedures.

### Leadership

- Works, in conjunction with the Humanitarian Manager with government officials, civil society, the private sector, and UN/INGOs at national and local level to integrate ELHNA I&II learning in the approaches to localisation.
- Advocates, in conjunction with the national advocacy lead and the Humanitarian Director for policy and practice changes, toward government, intergovernmental and international organisations, for an enabling environment for local humanitarian leadership;

- Working with the ELNHA senior Influencing officer, delivers Oxfam's influencing strategy. This includes supporting in the development of evidence-based policy propositions, input for advocacy strategies and research carried out in co-ordination with Oxfam teams, country offices, partners and allies;
- In collaboration with the Humanitarian Director and HPM, identifies national and regional opportunities for learning and influencing.
- Leads, coordinates and delivers strategies and plans for project implementation, impact and sustainability;

### **Management**

- Provides overall managerial and technical leadership to the timely implementation of ELNHA project ensuring impact and sustainability.
- Ensure proper entry and roll-out of project extension phase in line with country office systems and procedures, and project structure;
- Ensures that the project is implemented in full compliance with Oxfam, Govt. and donor, policies, systems and procedures;.
- Works with CSO fora towards a greater voice for LNHA in the humanitarian system (coordination and advocacy) and proactively engages and represents Oxfam in relevant networks / groups / fora in Bangladesh and across the Oxfam confederation;
- Coordinates closely with ELNHA Global team, in particular Global Programme Manager, working towards a cohesive project across countries and at the global level;
- Ensures proper contract management for the project with timely high quality donor reports;
- Collaborate within the Global Elhna Team under leader of the The Hague based (Oxfam Novib) project lead.

### **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**

### **Essential**

- A Masters Degree in International Relations, Social Sciences, Management or related discipline
- At least 5 years experience in humanitarian and/or development field on policy influencing, strategic planning and Project Management work at regional or National level with substantial working experience in International NGOs at management level
- Experience in managing national advocacy projects engaging different stakeholders, including local and national governments, CSO networks and consortia, and national and international NGOs and donors;
- Strong communication and influencing skills, with proven ability to build relationship with a diverse range of local, national and global stakeholders
- Proven people management skills, with experience in managing multi-disciplinary teams, supporting and coaching individuals from diverse backgrounds;
- Demonstrated ability to work under pressure, prioritize, meet deadlines and hold self and others to account
- Experience working in the development and/ or humanitarian sector and with vulnerable communities;
- Ability to work cooperatively in a cross-cultural setting with a number of long distance working relationships across time zones;

### **Desirable**

- Knowledge on the Grand Bargain and Charter for Change
- Experience in development and/ or humanitarian system in Bangladesh
- Experiences in fund raising.
- Commitment to and vision to push the localization agenda
- Familiar with team building

**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: C2****JOB FAMILY: PROGRAMME****DIMENSIONS:**

*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****What will I need****Support and help**

- Go to: for external applicants:

Job Profile Template Oct 2018

<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.
- 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
  - 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](mailto: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
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.

<b>Influencing</b>	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.
<b>Humility</b>	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.
<b>Relationship Building</b>	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.
<b>Listening</b>	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.
<b>Mutual Accountability</b>	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.
<b>Agility, Complexity, and Ambiguity</b>	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.
<b>Systems Thinking</b>	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.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	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.
<b>Self-Awareness</b>	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.
<b>Enabling</b>	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.