

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

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

PROGRAMME OFFICER, FLOOD RESPONSE - ECHO

Closing date: – Midnight (GMT), Date: 30 July 2022

Telephone Interviews – N/A

Interview date: – TBC

Vacancy reference: – INT8744

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, adults and beneficiaries with whom Oxfam GB engages. 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.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

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 TEAM

To strengthen Oxfam's goal on quality programming and project implementation, innovation, thought leadership, achieve scale and create impact in the area of Humanitarian Action and Disaster Resilience Programme (HADR) by working in partnership with local organizations in the disaster prone areas of Bangladesh to address the ground needs. The focused areas of the HADR is WASH, Anticipatory Action, DRR, Resilience, Local Humanitarian Leadership (LHL) and Localization. This position will work closely with the HADR team as well as other departments of Oxfam and partners.

JOB PURPOSE

To work with the humanitarian team and manage partners and ensure the implementation of Flood response activities within the projects time frame. The purposes of the position is to monitor and provide technical support to the partners ensuring effective implementation of projects interventions in timely manner and achieve the stipulated results following humanitarian standards and principles along with the spirit of localization.


WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

We are looking for an experienced and dynamic team player for the Flood Response Projects 2022 under Humanitarian Action and Disaster Resilience Portfolio who possesses the following qualities

- Leadership and self-management ability
- Conceptual, critical and analytical thinking
- Initiative, drive to achieve results, ability to develop effective relationships with others
- Ability to work effectively with others, adaptable and flexible
- Partnership management and project monitoring & evaluation competencies
- Strong ability to rapidly assimilate, analyse and report on complex information and proven conceptual and policy advocacy skills
- Mature understanding of issues in development, preferably disaster management, and an ability to mainstream gender into analysis
- Ability to manage multiple priorities and work under pressure and to meet the deadlines, sometimes in situations of stress and uncertainty
- Good interpersonal skills and the ability to work sensitively with people from various cultural and social backgrounds
- Willing and able to travel frequently for extended periods to the remote areas
- Computer literate (MS word and Excel)

- Strong understanding of gender equality, safe guarding, women economic empowerment issues and experience in integrating these into programme practice
- Ability to adapt to different working cultures
- Sympathy with the values, aims and objectives of Oxfam.

CORE DETAILS

Location:	Sunamganj (With frequent visits)		
Salary:	BDT. 12,71,588. gross per annum (13 months) with other benefits e.g. medical for spouse and children, contributory Provident fund, gratuity, leave & Insurance.		
Internal Grade:	D1		
Division	International	Job Family:	Business Support/Admin
Contract type:	Temporary fixed term till 16 th December 2022		
Hours of work:	 <p>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</p>		
This role reports to:	Local Humanitarian Partnership Specialist		
Staff reporting to this post:	N/A		
Annual budget for the post:	N/A		
Key relationships/interactions:	Work closely with the Humanitraina team memebtrs, other portfolio staff, local partners, local stakeholders, local government, District administration, communities, etc		
Screening checks:	All successful candidates will be screened through Refinitiv World-Check One to comply with counter terrorism and financial sanctions regulations.		
References:	Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.		
DBS checks (for roles based in the UK):	N/A		

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

KEY RESPONSIBILITIES

Leadership

- Provide strategic leadership support to partners for planning, monitoring, implementing, impact measuring and reviewing the project for quality delivery of entitlements to the beneficiaries
- Provide support to partners in projects operation planning and reviewing as well as track progress of the projects
- Facilitate partners to achieve the programme objectives, outcome and impact;
- Support partners to ensure the community engagement at all level;
- To coordinate with other agencies, particularly those undertaking relief assistance to the affected people
- To represent Oxfam in meetings with government, local elected bodies or other NGOs at the local level.

Management

- Ensure an error free beneficiary listing and timely delivery of the project interventions in a more participatory manner
- Technical support to partners for timely implementation of projects activities in a cost-effective manner with regular monitoring and tracking of the budget spending of partners
- Ensure that the partners are managed following the Oxfam partnership policy
- Ensure that partners grants are transferred timely and used effectively as per projects plan
- Ensure partner agreements/amendments are done timely and effectively;
- Ensure that the programme is implemented in a cost effective, consultative, participative and gender-sensitive way
- Ensure that donor compliances are met while implementing the projects and all the partners staffs are aware and abide by security guidelines.
- Support HADR team in need assessment, planning, designing of response even in the other part of the country as assigned by line manager
- To take on any roles assigned by the line manager.


Technical

- Ensure that required quantitative and qualitative data is collected, analyzed and produce report timely
- Ensure weekly and monthly progress update focusing on financial and non-financial progress
- Capacity building of the partners and communities for future disaster management
- Document lesson learnt and dissemination within Oxfam and with other NGOs as required.
- Ensure that the targeted beneficiaries are received high quality of services in a timely manner
- Effective Complaint Response Mechanism (CRM) are in place and practice to ensure AAP
- Ensure that the appropriate MEAL (Monitoring Evaluation Accountability and Learning) framework and in place and functioning.
- Ensure that the project indicators are set, used and measured timely and effectively
- Be familiar with and abide by Oxfam's Code of Conduct and other regulatory codes such as the Red Cross Code of Conduct, Partners in Aid Code, Safeguarding, CHS, Oxfam International protocols and the Inter- agency Field Co-operation Protocol.

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

PERSON SPECIFICATION	How this will be assessed? ¹		
 Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct here .	Shortlisting	Interview	Presentation
Key Organisational Attributes			
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		x	
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.		x	
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible		x	
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		x	
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		x	
Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		x	

¹ Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications.

<u>Oxfam Leadership Competencies</u>	Shortlisting	Interview	Presentation
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.		x	
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.		X	
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.		X	
Essential - Experience, Knowledge, Qualifications & Competencies			
<ul style="list-style-type: none"> Education – A relevant post graduation degree or equivalent 	x	x	
<ul style="list-style-type: none"> Minimum of 5-7 years in relief, recovery and /or development work with INGO / NGO/ or Government, and knowledge and experience on Cash Programming and WASH in a humanitarian context. 	x	x	
<ul style="list-style-type: none"> Demonstrate very strong leadership and management skills and ability to work in the team. 	x	x	
<ul style="list-style-type: none"> Demonstrate a commitment to humanitarian principles and values and motivate others towards them. 	x	x	
<ul style="list-style-type: none"> Proven experience in monitoring and evaluation, including post distribution monitoring and market monitoring. 	x	x	
<ul style="list-style-type: none"> Diplomacy, tact and negotiation skills as well as sensitivity to cultural differences, 	x	x	
<ul style="list-style-type: none"> Commitment to equal opportunity and gender policies. 	x	x	
<ul style="list-style-type: none"> Proven experience in effective financial management and financial monitoring 	x	x	
<ul style="list-style-type: none"> The ability to remain calm, work under pressure without losing sight of strategic objectives 	x	x	
<ul style="list-style-type: none"> Strong commitment to social justice, social protection, promoting women transformational leadership and equality. 	x	x	
<ul style="list-style-type: none"> Good communication, facilitation and representation skills. 	x	x	
Desirable			

• Basic communicator in English - both written and oral as well as a good listener.	X	X	
• Good assessment, documentation and reporting skills	X	X	
• Strong analytical and conceptual skills.	X	X	
• Understanding on Feminist Local Humanitarian Leadership	X	X	
• Demonstrates ability to identify and implement opportunities for innovation.	X	X	
• Prior Experience in DRR, Humanitarian Capacity Building and Cash programming would be added an advance.	X	X	
• Previous experience in ECHO funded response project would be added an advantage	X	X	

FOR INTERNAL USE ONLY:

DIMENSIONS: This is a short term project based position for the Flood Response in Sunamganj

- Provide strategic leadership support to partners for planning, monitoring, implementing, impact measuring and reviewing the project
- Provide support to partners in projects operation planning and reviewing as well as track progress of the projects
- Facilitate partners to achieve the programme objectives, outcome and impact;
- Coordinate with other agencies, particularly those undertaking relief assistance to the affected people
- Ensure an error free beneficiary listing and timely delivery of the project interventions in a more participatory manner
- Technical support to partners for timely implementation of projects activities in a cost-effective manner
- Ensure that the partners are managed following the Oxfam partnership policy
- Ensure that partners grants are transferred timely and used effectively as per projects plan
- Ensure partner agreements/amendments are done timely and effectively;
- Ensure that the programme is implemented in a cost effective, consultative, participative and gender-sensitive way
- Ensure that donor compliances are met while implementing the projects and all the partners staffs are aware and abide by security guidelines.
- Capacity building of the partners and communities for future disaster management
- Document lesson learnt and dissemination within Oxfam and with other NGOs as required.
- Effective Complaint Response Mechanism (CRM) are in place and practice to ensure AAP
- Ensure that the appropriate MEAL (Monitoring Evaluation Accountability and Learning) framework and in place and functioning.
- Ensure that the project indicators are set, used and measured timely and effectively

At Oxfam, our job profiles 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 goals for employees. Employees are supported to deliver these goals 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 FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- **Look at our 'How to apply' section for helpful tips [here](#).**
- **Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk**
- **We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)**
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

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Oxfam GB 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.

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 thought 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.