

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

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

PROGRAMME OFFICER - ENTERPRISE DEVELOPMENT PROGRAMME

Closing date: – Midnight (GMT), Date: 07-Sep-22

Telephone Interviews – N/A

Interview date: – TBC

Vacancy reference: – INT8865

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

Enterprise Development Programme (EDP) team started its journey in 2008 as an unique impact investment programme and it is implemented in Asia, Africa and Latin America having its focus on: a) promoting small and growing business sustainable development through facilitating access to finance and providing various technical services ; b) facilitating marginalised farmers and women for ensuring their sustainable economic development; c) continuing to support innovation in Oxfam's programming and approaches. The Enterprise Development Programme (EDP) aims to deliver inclusive economic growth, through a combination of business support, market development and social change. EDP operates in the space between development and commercial investment, blending Oxfam's knowledge of long-term development with new approaches to business development. EDP places special emphasis on a number of issues that are relatively new to some programmes, these are: women economic leadership, financial inclusion, mentoring and impact measurement. As a part of Oxfam's Global Impact investment programme Oxfam in Bangladesh is operating and managing Enterprise Development Programme (EDP) since 2013 and currently 3 projects are in implementation stages and there are 5 impact enterprise in its pipe line for impact investment and scale up.

JOB PURPOSE

The Programme officer- Enterprise Development Programme is responsible for ensuring implementation of an effective comprehensive Enterprise Development Program (EDP) initiatives consulting with Market Systems & Enterprise Development Specialist; negotiate with partners, enterprise, financial firms, consultants to provide support for enterprises and undertake country level studies. Provide support to the Market Systems & Enterprise Development Specialist in all aspects of the operation of the EDP Programme in Bangladesh; integrating quantitative and qualitative approaches in the Program interventions at enterprise and partner level. S/he is responsible to supervise, project monitoring, supports producer organizations and small enterprises to create opportunities for women's economic leadership become viable businesses, compete in their markets, and form long-term business relationships, while also promoting broader changes in the economic, political and social environment where these enterprises operate. and ensure quality implementation of the project. This post plays an active role in the delivery and coordination of the Enterprise Development Programme. Oxfam launched the Enterprise Development Programme (EDP, www.oxfam.org.uk/edp) in 2008, one of the first SME/Impact Investment funds to be set up by an international NGO.

WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

Oxfam in Bangladesh is looking for a Programme Officer for EDP to play critical role in the delivery and coordination of the Enterprise Development Programme, working closely with the EDP Lead, partners and relevant stakeholders to contribute to the development and implementation of EDP long-term strategy in the field of impact investment, to lead and ensure delivery of reporting and monitoring tasks under the programme.

We are looking for a candidate who cares about Oxfam's mission to end poverty and is personally aligned to the values of empowerment, accountability and inclusion in all you do

As our next EDP Programme Officer you will bring


- Experience of working in or with the private sector enterprises; and ability to understand the constraints of starting businesses in developing country context
- Financial analysis skills and confidence with Excel tools
- Experience and/or understanding of, and commitment to women's economic empowerment
- Strong written communication skills in English, with ability to produce short reports and case studies

An ideal candidate for the role will also have:

- Experience of working in an Impact/Enterprise Investment fund
- Experience in Monitoring, Evaluation and Learning of economic development initiatives
- Post Graduate Degree or Degree with equivalent work experience or any other related area that can bring added value to the job

This role will give you an opportunity to gain a broad insight into impact investing and create significant networks, while making a real difference to the lives of the poorest and contribute to systemic change. The role will also give you an opportunity to work with a group of passionate people that are specialists in enterprise development, investments and women's economic empowerment, to get access wide range of training and development opportunities

CORE DETAILS

Location:	Dhaka, Bangladesh (With frequent visits)		
Salary:	As per Oxfam Payband with other benefits e.g. medical for spouse and children, contributory Provident fund, gratuity, leave & Insurance.		
Internal Grade:	D1		
Division	International	Job Family:	Programme
Contract type:	Fixed term (2 years)		
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:	Market System & Enterprise Development Specialist		
Staff reporting to this post:	N/A		
Annual budget for the post:	N/A		
Key relationships/interactions:	Work closely with the Economic Inclusion & Justice team members, other portfolio staff, local partners, investment firms, local stakeholders, local government, 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:

- Coordinate Enterprise Development Programme delivery at country level
- Provide business, financial and impact analysis of potential and existing enterprises in EDP's portfolio, by working closely with Oxfam EDP Country team and partners
- Identify the potential private sector organisations and linking with producers and enterprises in term building their capacity and leadership in the value chain system.
- Working closely with enterprises to monitor performance against key goal/objectives and to ensure the production of monthly operation and financial reports
- Proper follow up & monitoring on the EDP portfolio and pipeline enterprises, collecting KPI data, carrying out Rapid care analysis (RCA) and Gendered Market Map Analysis,
- Promote the activities of EDP amongst Oxfam's peer network and market through proper media communication channel.

Management:

- Contribute to the development and implementation of EDP long-term strategy in the field of impact investment
- Contribute to the development of a new operating model in EDP countries
- Contribute to design of investment process and development of related tools (enterprise selection criteria, due diligence, portfolio monitoring)
- Lead development of impact management systems, reporting and accountability processes
- Support country teams in the strengthening and/or establishment of partnerships with BDS providers, WROs and other organizations supporting WEE at country level
- Lead and coordinate capacity building activities at country level
- Using existing networks, and creating new ones, identify pipeline enterprises and potential partners or co-investors to help with implementation

Technical:


- Work with Economic Inclusion & Justice portfolio on markets system and private sector engagements, and partners for reporting, proposals and other identified priority sectors.
- Look for opportunities to leverage EDP with other programmes of Oxfam in Bangladesh and monitor compliance with EDP country strategy
- Maintaining Opal, Crimson along with carrying out the EDP MEAL Plan and Framework
- Identify and address ongoing learning and development needs of the enterprises to ensure the effective implementation and strategic direction of the EDP programme.
- Building a strategic base of alliances and networks with a range of actors from all sectors, in particular financial institutions, key government departments, and private sector companies and galvanize their support for smallholder producers and enterprises.

- To undertake all internal reporting requirements including the implementation of a monthly reporting system, covering programme outputs and progress and financial reports

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		
	Shortlisting	Interview	Presentation
<p> 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.</p>			
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"> • Graduation/Masters major in Finance or economics or Development Studies 	x	x	
<ul style="list-style-type: none"> • 4-5 years' experience of working in or with the private sector enterprises, investment fund and ability to understand the constraints of growing SME's in developing country context 	x	x	
<ul style="list-style-type: none"> • Strong knowledge and experience in investments, enterprise development, business management and strategic planning, analysis of markets, women economic empowerment, etc. 	x	x	
<ul style="list-style-type: none"> • Ability to make financial projection, financial analysis, generating and reviewing financial information, income statements and cash-flows. 	x	x	
<ul style="list-style-type: none"> • Experience of developing livelihoods programmes focusing on markets, women economic leadership and climate change adaptation; 	x	x	
<ul style="list-style-type: none"> • Effective and inclusive leadership and management skills, including identifying and addressing learning and development needs; 	x	x	
<ul style="list-style-type: none"> • Clear understanding and knowledge on market analysis and role of private sectors in poverty eradication or employment generation. strong partnership development skills, communication and coordination skills; 	x	x	
<ul style="list-style-type: none"> • The production, assimilation and analysis of programme information to inform future directions; 	x	x	
<ul style="list-style-type: none"> • Support internal and external communications, using well developed communication skills, oral and written; 	x	x	
<ul style="list-style-type: none"> • Competency in drafting annual and semester donor and investment Committee reports, ad-hoc donor reports and proposals 	x	x	
Desirable			

• Experience in Monitoring, Evaluation and Learning of economic development initiatives	x	x	
• Experience of working in an Impact/Enterprise Investment fund	x	x	
• Post Graduate Degree or Degree with equivalent work experience or any other related area that can bring added value to the job	x	x	

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.