

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

# PROJECT OFFICER – DIGITAL INCLUSION

## GENDER JUSTICE AND SOCIAL INCLUSION TEAM

### Implication: New Position

Closing date: - Midnight (GMT), Date: 01-Dec-22

Telephone Interviews - TBC

Interview date: - TBC

Vacancy reference: - INT9128

**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 community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

### OUR TEAM

Gender justice and Social Inclusion programme aims to ensure women, marginalized people with different social identities have equal rights, fundamental freedom, access to dignified work, democratic participation, and live in an environment of respect, justice, and diversity by deploying transformative strategies aligned with feminist principles, Oxfam's guiding principle in Bangladesh. In addition to achieving the program's objectives, the team strives to ensure gender mainstreaming across all Oxfam programs in Bangladesh. To accomplish the program's goal, the team is collaborating with a wide range of organizations from civil society, government, the private sector, and academia. The team ensures that Oxfam's Partnership Principles and Strategic Partnership Model are continuously embedded into our ways of working with partner organizations. Building and maintaining strong and equitable relationship with all partner organizations in support of delivering high-quality programs through a shared vision and goals is the primary emphasis of the team.

### ABOUT THE PROJECT

Participatory Research and Ownership with Technology, Information, and Change (PROTIC) is a collaboration between Monash Faculty of Information Technology and OXFAM with a vision to develop deployable Digital Citizenship strategies, tools, and techniques considering culture, language, socio-economic factors for the two marginalized communities: fisherfolk and domestic workers in Bangladesh to be enabled through Information, Communication, and Technology (ICT). The word 'PROTIC' means a sign or symbol in Bengali, therefore articulating a symbol of development and progress, a sign of digitisation, a token of recognition (of community voice), and an image of action research. PROTIC II is the second phase of PROTIC- a five-year international development project that was dedicated to articulating the impact of societal digital transformation initiatives on disadvantaged and low-literacy communities.

## JOB PURPOSE

This position is expected to efficiently coordinate with the Monash University researchers, community and partners, engaging other stakeholders, to implement the PROTIC II research project. The role will ensure the research protocols, including data security, are properly followed and will adhere to Oxfam values. Besides, the position will endeavour to strengthen the digital literacy of Community-Based Organizations dealing with research components as necessary and will uphold a strong matrix relationship with other team members of the GJSI, Climate Justice & Natural Resource Rights (CJNRR) and other portfolios as necessary to deliver.

## JOB DESCRIPTION

The Project Officer – DI will focus on increased and independent use of information solutions by the domestic workers using “information strategy” to have an enabling information ecosystem that enable them to negotiate with service providers. In particular, the jobholder will advocate for and support the use of the Paroli platform within Oxfam's community engagements. Paroli is a communications platform designed under PROTIC II research project to support Oxfam in running group engagements with participants remotely, over the phone. The following is the outcome area of the PROTIC II research project in relation to domestic workers impact group:

- Outcome: Domestic workers have improved knowledge and capacity to share their challenges, and learn about their rights and ways to claim them using digital technology.

## WHAT ARE WE LOOKING FOR?

We are looking for an early-career professional who is agile, motivated, self-organized feminist research professional and have the capacity to work with informal women workers with prior experience in research coordination.

- Minimum 2-3 years relevant experience and training in gender justice work, feminist research, women digital empowerment, skill development, digitalization, qualitative research design, survey, and analysis
- Academic and/or work experience related to informal women workers, information, communication and technology, domestic and gender-based violence.
- Demonstrated knowledge of the root causes of inequality and injustice that leads to poverty in Bangladesh, especially the marginalized informal workers and climate-vulnerable communities.
- Understanding of national and international policies and practices related to the informal sector and information, communication and technology.
- Experience in project management support and research coordination.
- Sound communication skills in both Bangla and English with simplicity for a wide range of audiences.

## ADDITIONAL REQUIREMENTS

- Experience of activism and advocacy at the grassroots level.
- Value alignment for gender justice, rights-based approach and feminist principles.
- 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 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.

## CORE DETAILS


**Location:** Primarily **Dhaka** with the need to travel across Bangladesh when required.

**Salary:** As per Oxfam GB national paygrade in Bangladesh

**Internal Grade:** D2

**Division** Oxfam in Bangladesh **Job Programme**  
**Family:**

**Contract type:** Fixed Term Agreement

**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:** Socio-economic Empowerment Specialist

**Staff reporting to this post:** N/A

**Annual budget for the post:** N/A

**Key relationships/interactions:** The position holder will have to maintain key relationships with Monash University, research organization, Oxfam Australia, project implementation partners in Bangladesh, Oxfam in Bangladesh's programme team, PQKM team, Finance, Admin and P&C Teams, and other Portfolio Heads and specialists as necessary.

**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):** Not applicable

## KEY RESPONSIBILITIES

### Coordination and (50%)

- Coordination with relevant partners, community and the Monash University researcher to implement the ICT solutions related to women domestic workers' rights and empowerment.
- Close coordination with existing partners to ensure active community participation and field activities.
- Participation in different meetings with internal and external research teams.
- Lead the incorporation of the Paroli system into Oxfam work practices, within and outside the securing rights project. This will require the volunteer to learn how to use Paroli to run effective remote engagements, and apply this knowledge to:
  - support others within Oxfam to understand and incorporate the platform into their remote engagements,
  - support Oxfam staff and service providers to use best practice when configuring community engagements using Paroli;
  - identify Oxfam projects and contexts that would benefit from Paroli, and to advocate for its use
  - support Oxfam projects to use Paroli including designing engaging formats, running sessions.
- Act as the first point of contact for issues and queries people have while using the Paroli platform, and support Monash researchers carry out research around the Paroli system.

### Research support ( 20%)

- Co-design research questions, methods, data collection instruments with Monash University research team related to ICT and gender justice.
- Develop write-up for journal articles, Op-ed, blog to reach the wider audience and scholarly community.
- Support in qualitative data collection, guideline preparation, and analysis with volunteers and field-level staff.
- Work with Monash University to develop training materials and documentation related to research.

### Community consultation and capacity building (20%)

- Support in Participatory data collection from the community using appropriate research methods and techniques in adherence to Oxfam policies.
- Organize and facilitate training, need-based orientation and follow-up program for the project.
- Coordinate meetings, interviews, and communication with local administration and other stakeholders.

### **Monitoring, Reporting, and Knowledge Management: (10%)**

- Track the progress of the planned activities to ensure timely completion.
- Prepare quality reports to document the implementation progress and share them with development, research partners, and Monash University.
- Data management with ensuring data rights policy.

### **Your commitment to Oxfam**

- Required to adhere to Oxfam's principles and [values](#) and feminist principles, 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
- Promote human rights, protect the environment and oppose criminal or unethical activities

## **DIMENSIONS:**

**Leadership:** This position holder needs to be

- **Skilled in coordination** which will come up while implementing the project intervention.
- Additionally, the position is expected to be **skilled in negotiating and advocating for the informal workers.**
- Moreover, this role is expected to **extend technical support** related to ICT, gender justice and feminist principle across the project activities.

**Influencing:** The position holder will take the responsibility of project's agenda influencing to local government and private sectors

## 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](mailto: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](#).

## FOLLOW US



**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
<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 thought 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.