

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

Grant, Compliance & Risk Manager

MANAGEMENT TEAM

Closing date: - 17 December 2022

Telephone Interviews – N/A

Interview date: - TBC

Vacancy reference: - INT9183

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, rathon 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

Oxfam in Bangladesh is known for large-scale humanitarian interventions and development programs since 1971. At present, Oxfam has reached more than 25 districts through 50 plus partner organisations and working in four thematic areas, including Gender Justice, Economic Justice, Climate Justice and Humanitarian Response and anticipatory actions. A team of senior level thought leaders and professionals and a network with different sectoral expertise representing the private sector, academia, and think-tanks make Oxfam a special place to work. Oxfam has a central office in Dhaka and a field office in Cox's Bazar, which exclusively manages the major Rohingya Response program of Oxfam.

JOB PURPOSE

To provide strategic management and leadership on donor compliance, donor contract management systems, donor reporting, risk management, key contract performance indicator monitoring, convening of stakeholders, and collaborative issue resolution according to Oxfam's internal standards of contract management, the local legal obligations, and the agreements with donors. This includes the contract risk assessments, development of internal compliance check tools, leading activities to mentor program staff, and partners on compliance management and managing internal alerts on the burn rates, statutory reporting etc. This role also serves as the contact point for the key donors, contribute to the financial reporting, and negotiations on the key compliance issues, and also manages Oxfam's internal systems such as CRIMSON and OPAL. The role is embedded as a bridge between the operations (Including finance, logistics and administration) and the program.

CORE DETAILS

Location: Bangladesh Country Programme

Salary: As per Oxfam policy

Internal Grade: Global C2

Division

International

**Job
Family:**

Programme

Contract type: Fixed Term, until 31 December 2024 (extendable subject to availability of funding and performance)

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: Head of Business Development

Staff reporting to this post: N/A

Annual budget for the post: N/A

Key relationships/interactions: Head of Project Management Unit, Programme Director, Operations Director, Country Director, Finance Team, Head of Business Development, Admin and Government Relation Team, counterparts in executing, regional and partners affiliates

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 be employed by Oxfam GB, we will require a minimum of two references covering five years of employment history.

DBS checks (for roles based in the UK): N/A

KEY RESPONSIBILITIES

Technical:

Grant Contracting and negotiations

- Work closely with the Head of Business Development, programme leads to create compliance friendly contracting with donors and Oxfam's affiliates.
- Provides technical advice in negotiations with institutional donors over contracts, costs, governance and accountability, and donor conditions.
- Contract inception: Oxfam Project Agreement (OPA) initiation, review and recommendations to authorizers (also amendments), ensuring that implementing team understands contractual obligations. Support the team to ensure that contract management systems and tools are in place and used effectively To develop a country plan/calendar on compliances including internal and external reports, FD7 and FD6 related compliances, and identify bottlenecks and provide solutions to ensure timely, and quality delivery of all compliances in coordination with Program and Finance teams.
- To analyze the contracts, undertake the internal capacity assessment, and provide endorsements to ensure a reality check on the proposed compliances for upcoming grants.
- Work closely with the Executive Affiliate, the regional platform, and participating affiliates on the grant risks assessments and reporting to ensure risk-free environment of program delivery.

Contract implementation & Compliance

- Ensures that a proper contract/grants management system is in place and adhered to.
- Enhances the understanding of programme and programme support staff on key policies/procedures and guidelines of donors and Oxfam affiliates.
- Regularly reviews, with the project team, contract delivery and performance against indicators
- Manages project-specific audits and works closely with the program team and the finance team on recommendations that are actioned appropriately, providing updated status on the risk rating on all the grants based on the internal data. Ensures grant opening and closing meetings take place and that donor policy, procedures, and guidelines are clarified to the Oxfam and relevant partners' staff from the project outset.
- Works collaboratively with the Programme and Operations Directors, Finance and Programmes colleagues on regular expenses review – budget vs actual (BVA) meetings and clarifies any deviation of policies and supports corrective action to ensure compliance.
- Offers guidance and technical support to programme, finance and business support staff to comply with policies and procedures of donors and Oxfam, and undertakes quality assurance for reports for donors in country (particularly those considered to be high risk), in order to help minimise any negative impact to Oxfam's income and reputation
- Ensures review and sign-off of all donor submissions including Expressions of Interest, concept notes, proposals, reports, contracts and other correspondence according to agreed Oxfam processes.
- Works closely with country programme colleagues, particularly Finance, to ensure the most effective use of restricted funds through strategic recharging to donor contracts where possible, and to ensure budget spending is maximised.
- Ensures country team has a comprehensive contract closure plan for asset disposal, documentation, record retention and reporting in place and delivered upon, that meets donor's requirements. Review and provide quality assurance of final donor reports, audits and other deliverables / submissions, where required. Contributes to establishing and maintaining up-to-date funding grids, pipeline and related updates.

Systems management and Capacity strengthening

- Maintain restricted/unrestricted funding information systems and records on donor contracts and income data on CRIMSON & shared drive/ BOX.
- Creating contracts in CRIMSON as soon as the country leadership decides to apply for an opportunity (and Bid board sign on is received for relevant cases) and continue updating the contract management system (CRIMSON) till the project is handed over to grants and programmes teams for implementation. The Grants Compliance and Risk Manager will continue oversight support to Grants and Compliance team for contract management afterwards.
- Provide regular management information on the status of donor contract management and country funding strategy objectives and targets and contribute to monthly and quarterly regional funding reports particularly on compliance and system maintenance issues.
- Strengthening the capacity of colleagues and partner staff across the country in the planning, securing and managing of unrestricted and restricted funds.
- Maintain regular coordination and communication with Oxfam Partner Affiliates.
- Provide periodical funding grid and pipeline with information related to funding status of the response.

- Advice to programme and grants team about their potential doubts related to donor compliance.
- Oversee that all required information is suitable and uploaded in the system for contract closure.

Information Management


- Ensures that all restricted income for specific programmes is correctly recorded according to Oxfam's internal donor income database (Peoplesoft) and strengthens compliance and utilisation of internal systems for project and contract management.
- Helps develop information for induction, training and other resources, as required.
- Supports preparation for audits or donor visits of donor funded programmes as required, including ensuring that key communications and paperwork for all contracts are recorded online and/or in hard copies as relevant, and kept updated at all times.
- Develops and manages online archiving of all the reports, compliances and develop/ update a guideline on the archiving of all compliances.

Partner Contract Management

- Works closely with programme and finance teams to ensure partner grants are effectively managed and reports adhere to donor policies and procedures.
- Participates in partnership dialogues and audit review meetings with partners.
- Capacity building of partner staff on contract compliance.

Your commitment to Oxfam

- 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.

PERSON SPECIFICATION	How this will be assessed? ¹			
<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>	Shortlisting	Interview	Presentation	Other <please specify>
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	Other <please specify>
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.		x		
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		
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.		x		
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.		x		
Essential - Experience, Knowledge, Qualifications & Competencies				
Experience with identifying fundraising opportunities preferably for NGOs and a good track record of successfully acquired funding and donor-compliant implementation of programs;	x	x	x	
Experience in managing donor contracts, in particular from institutional donors, such as UN donors (UNHCR, UNICEF, IOM, WFP and UN Women), GAC, AusAID, etc;	x	x	x	
Knowledge of NGO programming in emergencies and/or development environments;	x	x	x	
Strong technical knowledge of donor funding proposals and log frames in thematic area;		x		
Sound knowledge of institutional and government donors and funding policies;		x		
Good research skills with ability to identify and propose successful strategies for identifying and establishing donor opportunities;		x		
Good relationship building and management skills, with ability to represent Oxfam with external organizations and individuals; and to build Oxfam in Bangladesh engagement within the Oxfam Confederation.		x		
Highly developed interpersonal and communication skills, with experience in external organisational representation;		x		

Excellent operational, planning and budgeting skills;		x		
Self-motivated, target driven and an entrepreneurial approach to exploiting fundraising opportunities;		x		
Good administrative skills and ability to effectively use IT packages eg Word, Excel, Lotus Notes, Databases;		x		x
Strong numeracy and general financial skills;		x		
Ability to work effectively with others in a team situation to achieve fundraising targets		x		
Desirable				
Relevant academic qualifications;	x	x		
Knowledge and experience of Oxfam's program work and systems		x		
Willingness to travel		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.