

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

# HEAD OF FIELD OFFICE

Closing Date : Midnight (GMT), Date: January 19, 2023

Telephone Interviews : N/A

Interview Date : TBC

Vacancy Reference : INT9270

**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

Oxfam in Bangladesh has been 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 and Social Inclusion, Economic Inclusion and Justice, Climate Justice and Natural Resource Rights, and Humanitarian Action and Disaster Resilience. 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 field offices in Cox's Bazar, which exclusively manages the major Rohingya Response program.

### JOB PURPOSE

The position is expected to envision the Rohingya response, representing Oxfam to the donor community, networking platforms, and other stakeholders at Cox's Bazar. It includes facilitating the review and amendment process of the Rohingya Response strategy and taking forward Oxfam's local-level influencing agenda related to this. This is a senior-level role in the field office, a part of Oxfam's Country Management Team and contributes to overall Oxfam's program and operations-related decision-making process.

## CORE DETAILS

<b>Location:</b>	Cox's Bazar		
<b>Salary:</b>	As per Oxfam GB national pay grade in Bangladesh		
<b>Internal Grade:</b>	C1 National		
<b>Division</b>	Oxfam in Bangladesh	<b>Job Family:</b>	Programme
<b>Contract type:</b>	Fixed Term Agreement		
<b>Hours of work:</b>	 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 the interview stage		
<b>This role reports to:</b>	Country Director directly and the matrix reporting to the Operation Director and the Programme Director		
<b>Staff reporting to this post:</b>	07 staff from programme and operation will have the matrix reporting line to this position		
<b>Annual budget for the post:</b>	As per the organizational Key Decision Matrix (KDM).		
<b>Key relationships/interactions:</b>	Country Leadership Team, Country Management Team, Head of humanitarian, Head of Gender Justice, Head of Economic Justice, Head of PMU, Head Finance, Risk and Compliance, Head of P&C, Head of Admin, and external actors such as NGOAB, DC, RRRC, ARRC, CiC, UNOs, NSI, DGFI, SB, DRRO, Magistrate NGO Cell, AD-Revenue/ADM, MoHA, MoFA, MoDMR, etc. The NGOP, the INGO Steering Committee, Sub-sectors, ISCG		
<b>Screening checks:</b>	All successful candidates will be screened through <a href="#">Refinitiv World-Check One</a> to comply with counter terrorism and financial sanctions regulations.		
<b>References:</b>	Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.		
<b>DBS checks (for roles based in the UK):</b>	Not applicable		

## KEY RESPONSIBILITIES

### **Coordination - Programme (25%):**

- Coordinate with Project Management Unit and thematic heads to ensure quality programme delivery at Cox's Bazar level
- Establish and maintain relationships with donors and partners at Cox's Bazar level
- Ensure optimal standards of operations and program delivery
- Ensure field-based day-to-day programme implementation and partnership management support
- Supports in ensuring safe programming principles taken into consideration in the programme
- Track and review the programme challenges (Cox's Bazar level) and update/suggest the relevant thematic head and the Programme Director
- Provide supervision to field-based archiving and government compliances

### **Coordination - Operations (30%):**

- Be the charge of operations strategy, review of risk matrix, and provide updates to the Operations Director and Country Director on corrective measures
- Facilitate systems assessments, audits, evaluations, and other crucial reviews of operations and programs
- Ensure data protection, information management, and supervision to the management of supplies, inventory etc.
- Support to the Programme Director and the Operation Director to promoting programmatic and operational integration

### **Representation at Cox's Bazar (30%):**

- Represent Oxfam in all important platforms, Government counterparts and donors based in Cox's Bazar
- Participate, lead and initiate local-level networks and sectoral groups with other civil society actors and INGOs
- Coordination with field-based partners and ensure optimum standards of operations
- Take programme insights and agenda to the relevant sub-sectors and other spaces as appropriate for Oxfam visibility, influencing and networking

### **Security (10%)**


- Be the focal person for security in the field office. Regular updates on security and safety issues from the field office to the national Security Advisor and the Country Leadership Team

### **Team Management (5%):**


- Matrix management of key programme and operations staff based in Cox's Bazar
- Ensure team cohesion and coordination
- Enabling team members (matrix supervisees) through coaching, capacity building, and mutual accountability
- Ensure the matrix supervisees are enabled to play roles in the best possible capacity as part of the larger team and to ensure career growth within Oxfam and progressive achievements
- Demonstrating feminist principles in action through best practices in people management


## 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

PERSON SPECIFICATION	How this will be assessed? <sup>1</sup>			
 <b>Note to candidates:</b> 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 <a href="#">here</a> .	Shortlisting	Interview	Presentation	Written test
<b>Key Organisational Attributes</b>				
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		
<b>Organisational Values</b>				
<b>Accountability</b> – 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		
<b>Empowerment</b> – 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		
<b>Inclusiveness</b> – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		x		
<b>Oxfam Leadership Competencies</b>				
<b>Humility</b>		x	x	
<b>Systems Thinking</b>			x	x
<b>Enabling</b>		x		

<sup>1</sup> 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.

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<b>Essential - Experience, Knowledge, Qualifications &amp; Competencies</b>				
Post Graduate Degree or Degree with equivalent work experience from a recognized university in Bangladesh/ abroad	x			
Relevant experience of 7 - 10 years in national NGO/ international NGO/ operational UN agency or equivalent, out of which at least 5 years should be supervisory/ managerial experience	x	x	x	x
Extensive experience in large scale humanitarian programming at senior level and humanitarian management in complex, high risk and vulnerable environment	x	x		
Knowledge and understanding of the principles and standards of programming in emergencies, minimum standards of Gender in Emergencies		x	x	x
Excellent communicator with strong written and reporting skills, and an excellent ability to work cooperatively in a cross-cultural setting with a number of long-distance working relationships across time zones		x	x	x
Initiative and motivation to work independently and develop solutions to problems. Highly flexible in style with the ability to produce creative and pragmatic solutions to complex problems		x	x	x
Proven ability to work with multi-million USD budgets	x	x	x	
Writing and speaking ability with academic rigor and simplicity for a wide range of audience in English and Bengali		x	x	x
<b>Desirable</b>				
Advanced competency in Microsoft Office 365	x		x	x

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Knowledge and experience of Oxfam’s program work and systems		X	X	
Capacity building skill		X	X	
Understanding of Rohingya response context is highly desirable		X	X	X
Value alignment for feminist principles, rights-based approach, and environmental justice		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](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.