

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

# HEAD OF GENDER JUSTICE AND SOCIAL INCLUSION

## GENDER JUSTICE AND SOCIAL INCLUSION

Closing date: - Midnight (GMT), Date: 06 May 2023

Telephone Interviews - TBC

Interview date: - TBC

Vacancy reference: - INT9507

**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 strive to ensure women, and 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 through deploying transformative strategies aligned with feminist principles, a key driving principle of Oxfam in Bangladesh. The team is aiming to deliver the programme goals along with ensuring gender mainstreaming across all programmes of Oxfam in Bangladesh. To achieve the programme goal, the team is working in partnership with a range of organizations from civil society, government, private sector to academia. The team ensures that Oxfam's Partnership Principles and Strategic Partnership Model are consistently embedded in its ways of working with the organizations which we are in partnership with. The team focus is on building and sustaining strong and equitable relationships with all partner organizations in support of delivering high-quality programmes through a shared vision and goals.

### JOB PURPOSE

The position will lead the Gender Justice and Social Inclusion thematic work of Oxfam in Bangladesh. The Head of Gender Justice and Social Inclusion will focus on delivering the following areas –

- a. Establish and strengthen the women workers' forums, women's rights-based organizations, and community-level leadership platforms for women.
- b. Skills development for women. This includes life, livelihood, entrepreneurial, and leadership skills.
- c. Creating access to the market for community-based women entrepreneurs, caregivers, and other women professionals/ workers in the informal sector.
- d. Develop and implement the program on 'valuing women's work' to ensure justified compensation and rights of women in the formal and informal sectors.

The position holder will ensure the programmes are gender transformative and feminist principles are enshrined in every way of doing business in Oxfam in Bangladesh.

## WHAT ARE WE LOOKING FOR?

The Head of Gender Justice and Social Inclusion ensures relevant technical support to implement actions aligning with the Gender Justice theme and gender mainstreaming in the Oxfam Strategic Plan, program, and thematic strategies.

The position will provide technical and methodological support to Oxfam in Bangladesh Country programme that includes the Rohingya response and other thematic pillars in relation to gender work and transformative leadership of underprivileged and underrepresented groups. S/he shall actively contribute to defining strategies advancing inclusion work through design, implementation, research, partnership, alliance building and advocacy initiatives. S/he shall provide leadership in cross-learning and knowledge generation for thematic alignment in relation to Oxfam's gender strategic priorities across the organization. One of the key focuses of this role will be contributing to positioning Oxfam as a 'Thought Leader' in the gender justice and social inclusion spectrum.

## CORE DETAILS

**Location:** Dhaka (with frequent field visits across the country)

**Salary:** As per Oxfam GB national pay grade in Bangladesh

**Internal Grade:** C1

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

**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 the interview stage

**This role reports to:** Programme Director

**Staff reporting to this post:** 3-5 direct reports; 2-3 matrix reports (from other portfolios and support functions)

**Annual budget for the post:** As per the organizational Key Decision Matrix (KDM).

**Key relationships/interactions:** The position will lead the Gender Justice and Social Inclusion thematic pillar of Oxfam in Bangladesh, Programme Director, Oxfam in Bangladesh's PQKM team, and PICC department, Finance and Admin Teams, Grants Compliance Manager, and other Portfolio Heads as necessary

<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

The Head of Gender Justice and Social Inclusion position's main role is the overall thought leadership within the programme's themes and sub-thematic areas defined by the Oxfam Country Strategies (OCS). The position, therefore, envisages leading and executing the thought process of the GJSI team, ensuring the strategic fits of the interventions and projects through technical oversight, liaison with global affiliates, evidence-based advocacy, knowledge development and publication, etc.

### Thought Leadership

- Lead the programmatic strategies of the Gender Justice and Social Inclusion (GJSI) that includes but is not limited to vision setting, scoping, building alliances, partnerships, and collaboration.
- Contribute to the country office by facilitating its visions, missions, performance, progress, and overall strategic decisions as part of the Country Management Team (CMT)/Programme Management Team (PMT)
- Ensure effective collaboration of GJSI with other thematic priorities and Project Management Unit (PMU) of Oxfam in Bangladesh (OiBD) and ensure the course of the overall programme is strategically aligned with OCS and positively progressing on the ToC of One Oxfam
- Review international and national level policies, strategies, and action plans of the Government in relation to Gender Justice and Social Inclusion – valuing women's work, formal and informal women workers' rights, care economy, women's leadership development, feminist localization and strengthening the feminist movement in the Oxfam priority areas and design the programme for system change
- Establishing/Strengthening and maintenance of the strategic relationship, liaison, collaboration, exchange of thoughts, and knowledge with internal and external partners, affiliates, academicians, government agencies, development partners, donor agencies, communities, WROs, CSOs, etc.
- Leading the creation and sharing of evidence and knowledge on Gender Justice and Social Inclusion and collaborating with other relevant actors to build synergies in the space
- Leading studies, research, and activities to better understand the policy gaps, real-time problems, power structure, and existing actions within OiBD's priority areas
- Writing Op-Ed, maintaining social networking, and publishing papers in peer-reviewed to influence the targeted communities and policy-makers; and raising awareness of the mass

- Coordinate different sub-thematic work under GJSI to ensure the synergies and harvest the cumulative outcome of the portfolio
- Engage with Oxfam Regional Platform and Oxfam International global level and develop and maintain links with other Oxfam affiliates and country programmes working on Gender Justice.

### **Technical Support to the Programme Management Unit (PMU)**

- Coordinate with the Head of PMU and guide the project managers with technical knowledge for the activities and deliverables set under specific projects and interventions as appropriate.
- Lead and review the development of Terms of Reference (ToRs) of the programme-Project-intervention specific activities, and resource person
- Review the project-programme reports, technical proposals, programme quality report, etc., to ensure the quality programming and project implementation
- Ensuring the rights-based approach and the Gender Equality and Social Inclusion (GESI) analysis are developed and/or adapted in all projects/actions under PMU
- Ensuring the rights-based approach and the intersectional feminist lens is developed and/or adapted in every piece of work under other portfolios and Program Quality and Knowledge Management
- Actively contributing to the decision for setting, revisiting, and modifying the partnership engagement, donor collaborations, partnership assessment, etc.
- Leading assessment of the GJSI programme, keeping alignment with One Oxfam strategies and supporting the MEAL team for the baseline, midline, and endline review of the projects
- Guiding and reviewing existing partnerships and exploring potential partners, promoting and facilitating partner-led programming of Oxfam
- Coordinate with the Knowledge Management team to capture the knowledge and learning from the interventions and to produce knowledge products

### **Business Development**

- Contribute to implementing the Country's Business Development Strategy, which covers the overall programmatic resource requirements.
- Provide technical leadership in programme/project design and development initiatives, including opportunity appraisal, development of concept notes and EOIs, contributing to needs assessments; facilitating project design process; proposal writing; ensuring proposal submission as per donor requirements.
- Closely work with the OiBD Funding team and maintain relationships with regional and affiliate funding teams in securing long-term funding for comprehensive, integrated programme work in Bangladesh
- Closely work with the funding team to build relationships with in-country bilateral donors, International Finance Institutions, Private Sector partnerships, etc.
- Assessing prospective partners, the scope of programming through learning visits, and exploring organizations to investigate the scope of incorporating organizations as partners or supporting their existing and prospective tasks

## **Policy, Advocacy, and Communication**

- Representing the Gender Justice and Social Inclusion work of Oxfam in Bangladesh in internal platforms like Oxfam valuing women's work (VWW), Care Organizing and Coordination (COCO), Asia Civic Space Working Group, FLHL space, etc. and external platforms (national and international)
- Actively networking and building relationships with government, international bodies, private sectors, other I/NGOs, and others as required.
- Lead and actively engage with the advocacy team (national, regional and global) in designing, developing, and implementing the feminist advocacy and communication strategy aligning with the planned influencing agenda of the Portfolio.
- Ensuring public narrative in different forms of media and cyberspaces covers the GJSI agenda and voices of the underprivileged and underrepresented communities are highlighted.
- Positioning Oxfam in different spaces, including govt and others in gender justice and social inclusion discussion
- Coordinate with relevant stakeholders, including Government Organizations, WROs and NGOs at the local and national levels to effectively implement advocacy initiatives.
- Provide technical and other required support to local partners on local-level advocacy initiatives.

## **Gender transformative programming, Capacity Building, and Mentoring**

- Develop, maintain and disseminate a comprehensive knowledge base on the gender perspectives in work to promote the professional development of staff in this area and provide information as required for different purposes.
- Leading the development of and implementing frameworks and guidance for the gender transformative programme development of Oxfam in Bangladesh, implementation, monitoring, evaluation and research
- Provide strategic direction on gender perspectives in all aspects of the work of all Oxfam does
- Collect, analyse and disseminate, on a regular basis, statistics on the representation of women in all processes and bodies established in the organization as well as at the partner level to provide a holistic picture of the representation of women in the work of the same.
- Lead the knowledge-building process within the team and ensure team members have adequate knowledge and understanding of valuing women's work, care economy, Feminist localisation, feminist movement building, decent work, feminist leadership etc.


## **Performance Management**

- Manage/supervise the performance of the Sub thematic technical specialists, Analysts in line with Oxfam policies, ensuring that they have the necessary induction, training and coaching, support and effective management against agreed objectives.
- Manage direct reports and consultants/service providers that may be assigned to the programme and ensure competencies are equal to the programme's demands.
- Provide support to the team members in a timely manner to meet programme and learning needs.

- Provide recommendations to line manager/People & Culture on issues related to managing staff performance and other related concerns.
- Ensure staff adhere to Oxfam's code of conduct, safeguarding policies and values.
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### **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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Shortlisting	Interview	Presentation	Written test
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**Essential - Experience, Knowledge, Qualifications & Competencies**

A Master’s degree in gender and development studies or relevant social sciences such as Feminist Economics, Sociology, etc.

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Strong leadership, influencing and negotiation skills with demonstrable experience of working in achieving organisational change in the area of gender justice.

	x	x	
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Proven quality experience in gender justice and inclusion work at national and international NGOs or relevant organisations for at least 8 years out of which 4 years in managerial role

x	x		
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Specialist knowledge of gender equality, care economy, feminist leadership building, women at formal and informal work, feminist localisation, Gender in Emergencies, and engaging men and boys in gender equality in theory and practice in a development and humanitarian context.

x	x		
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Extensive experience working with gender transformative programme designing in development, including programme development, implementation, monitoring, and evaluation.

	x	x	x
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Proven experience in commissioning intersectional gender analysis and reporting

	x	x	x
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Strong experience in popular mobilization and research with an edge of expertise in feminist research methodology, policy advocacy, and campaigning

	x	x	x
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Demonstrable people management skills.

	x	x	
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Clear knowledge and understanding of the national and international process of women’s movement, protocols, and instruments which preserve and protect women’s rights and entitlements.


	x		x
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Good communication, facilitation and representation skills.

	x	x	
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**Desirable**

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Quality experience in gender justice and social inclusion related programme management at national and international NGOs or relevant organisations.	x	x	x	x
Publications in international peer-reviewed journals		x	x	
Proven experience working with the public/private sector for the economic involvement of women.	x	x	x	
Strong organizational and personal management skills with the ability to prioritize work issues to meet deadlines with minimal supervision and adjust to constantly changing situations while focusing on delivery and follow-through.		x		
Demonstrable understanding of 360-degree accountability.		x	x	

## DIMENSIONS:

### Key Attributes

- 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 Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

### 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

## 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](#).

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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
<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.