

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

PROJECT OFFICER- PRIVATE SECTOR ENGAGEMENT

ECONOMIC INCLUSION AND JUSTICE

Closing date: - Midnight (GMT), 04 May 2023

Telephone Interviews – TBA

Interview date: - TBA

Vacancy reference: - INT9530

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


Economic Inclusion and Justice portfolio relies on the Change Goal that poor, marginalized and vulnerable occupational groups, women, youth, and entrepreneurs have access to dignified work and increased their power in market and gained equitable share of economic development.

JOB PURPOSE

The Project Officer - Private Sector Engagement will coordinate all collaborative initiatives between Oxfam in Bangladesh and private sector partners and stakeholders. The post holder will also be responsible for exploring newer scope of work in the sphere of private sector engagement and expand Oxfam's footprint in this arena.

This role will give you an opportunity to gain a broad insight into impact investing and create significant networks while making a real difference in the lives of the poorest and contributing to systemic change. The role will also give you an opportunity to work with a group of enthusiastic 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 Pay band with other benefits e.g. medical for spouse and children, contributory Provident fund, gratuity, leave & Insurance.		
Internal Grade:	D2		
Division	International	Job Family:	Programme
Contract type:	Fixed Term.		
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:	Skills Development and Business Incubation 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


- Coordinate the Private Sector Trend Analysis study and report progress to line manager
- Support in the arrangement of key private sector initiatives such as Oxfam Private Sector strategy workshop
- Support the conduction of Rapid Care Analysis within private sector stakeholders
- Coordinate collaborative initiatives between Oxfam in Bangladesh and the private sector including MNCs, Research Organizations, Local Corporates, Financial Institutions, Banks, Academia, Think Tanks, Start-ups
- Explore newer scope of work in the sphere of private sector engagement and contribute to expanding Oxfam's footprint in this arena
- Contribute to the preparation of Country Strategy Papers, with particular reference to Private Sector Development and Private Sector Operations.
- Undertake communication assignments such as writing of articles, press releases, development of knowledge products and other related activities and disseminating these to the appropriate networks
- Attend/participate in seminars/conferences/workshops dealing with private sector development and public-private partnership in the country/region.
- Undertake sustained supervision of on-going private sector projects in the country and prepare relevant reports on progress
- Undertake analytical work, including private sector profiling and assessment of business / investment opportunities and the competitiveness of the country while working with other donors in assisting and advising government to improve the business environment in the country.
- Other duties as shared by line management

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

 **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](#).

Shortlisting	Interview	Presentation	Other
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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	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	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	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.

Oxfam Leadership Competencies

	Shortlisting	Interview	Presentation	Other
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 behaviours to control and channel our impulses for good purposes. We self-moderate appropriately to different context thereby optimizing our ability to achieve goals.		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	
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		
Essential - Experience, Knowledge, Qualifications & Competencies				
Graduation/Master’s degree e.g. major in economics or Development Studies or relevant subjects	x		x	
Minimum 3 years of experience in private sector engagement	x			
Fluent oral and written communication skills in both Bangla and English languages		x	x	
Strong project cycle skills: assessments, design, implementation, monitoring, evaluation, and strategic planning skills	x	x		
The ability to present concise reports, plan workload and demonstrate accountability with minimal supervision, sometimes on a short notice		x	x	
Desirable				
Proven ability to develop good local knowledge as well as excellent analytical skills		x		
Strong team player, who brings innovative thinking, initiative, and a results and customer service-oriented approach to the work.		x		

Diplomacy, tact, and negotiation skills as well as sensitivity to cultural differences		x	x	
Experience in working with or in private sectors	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.