

AT OXFAM, WE **WON'T** LIVE WITH POVERTY.

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

SENIOR PROGRAMME OFFICER

Closing date: - 14 July 2019

Interview date: - To Be Announced

Vacancy reference: - INT5757

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 and adults. 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.

All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.



Shaping a stronger Oxfam for people living in poverty.

ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

OUR VALUES

All our work is led by three core values:

Empowerment. Everyone, from our staff and supporters to people living in poverty, should feel they can make change happen.

Accountability. We take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.

Inclusiveness. We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

OUR TEAM

The purpose of the Oxfam Bangladesh programme team is to design and implement programme aiming to build resilient community, developing women leadership, promote equal relationship, economic empowerment of families living in extreme poverty and enhance people's voice to get access to the entitlements and services. The immediate purpose of the position is to contribute in the design phase of new programme titled Gender and Women Leadership as well as taking lead role to implement. Therefore the main thrust of the position would-

- Contributing, coordinating and designing the Gender and Women Leadership programme. For that purpose need to involve in numbers of research and data collection process, stakeholder analysis process with government, civil society, partners, women's movement and private sectors etc.
- Planning and implementing programme with ensuring qualitative partnership, methodical monitoring and sustainability.
- Learning and documentation from implementation point of views the programme need to draw learning gender, violence against women, equal relationship and gender governance disaster preparedness, disaster management and economic aspects.
- Linking and networking with the existing groups lead by different civil society, government and private sector stakeholders for bringing wider impact on women lives policy formulation, policy execution and creating new avenue to end violence against women.
- Programme quality and accountability through having clear understanding on Monitoring, Evaluation and Learning Process, develop require tools and methodology, and execute the

plan effective and efficiently. Sharing the learning of MEL with other programme team members and stakeholders.

JOB PURPOSE

Implementing the ongoing and newly develop programme in line with the OI joint country strategy.

CORE DETAILS

Location: Dhaka, Bangladesh

Our package: National Salary Scale

Internal Grade: D1

Contract type: Fixed Term

Hours of work:  Please amend if required. 36 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: Direct report: Gender Manager;

Staff reporting to this post: N/A

Annual budget for the post: N/A

Key relationships/interactions:

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

Screening checks: N/A.

KEY RESPONSIBILITIES

Managing Partnership:

- Responsible to implement the designed projects/programs and managing more than 5 local, national and influencing partners for REE-CALL II under Rural Programme.
- Provide periodical monitoring and supervision support, budget tracking and management and close support to the partners and report back to line management also to the partners.
- Develop the knowledge, skill and understanding of staff working with partners on Disaster Risk Reduction (DRR), Disaster Risk Management (DRM), Climate Change and Adaptation, and Resilience
- Support the partner organisations on engagement with private sectors to enhance the economic activities, income and employment generation.

Coordination and integration:

- Ensure integration of Gender, Women Transformative Leadership, Governance, Human Rights and Rights base framework in the program.

- Ensure appropriate analysis on impact of DRR, climate change, Resilience, WASH, ICT, market chain, private sector and policy link. Include the findings/outcome of the analysis in the programme design from indicators to impact level.
- Integrate the gender and diversity with the projects and programs through mobilising women and men.

Influencing related responsibilities:

- To ensure purposeful communication with influencing partners, Think-tank organizations, knowledge based partners and relevant stake holders for influencing public policy and programme for the greater well-being of the vulnerable people.
- To take appropriate initiatives, collaboration and networking for influencing government agencies to translate the commitment of national and international framework, treaty and declarations into reality.

Reporting documentation and knowledge management:

- To prepare quality periodical and special report and share with Rural Manager. Produce draft quality external narrative donor reports and ensure financial reporting.
- Documentation of good practice, success and accumulate learning from field and sharing with relevant internal and external audiences
- Accumulating learning from field and different sources on DRR, CCA, Economic empowerment, influencing and active citizenship for self and other development

Programme quality, accountability & monitoring:

- Contribute to enhance MEAL plan (partner/project wise), tools and methodology in advance and ensure timely implementation and sharing the report with higher management.
- Managing people soft including Oxfam web based system efficiently.
- Maintain baseline information of the targeted households and communities and tracking the changes in terms of social, economic, cultural and political changes.
- Act as assign by the Manager.

SKILLS, EXPERIENCE AND KNOWLEDGE

Essentials

- Masters in relevant field with minimum 5 years experiences in social science and other relevant discipline.
- Experience in partnership management, programme development and programme implementation.
- Monitoring and reporting of partner level implementation and budget expenditure tracking
- Produce quality reporting for internal and external donors.
- In-depth knowledge on DRR, CCA, Resilience, right base approach, community development model, clear analysis on social/ economic/ gender power dynamics from community to national level.
- Good communication, facilitation, presentation and representation skills.
- Strong understanding of gender and HIV/AIDs issues and experience in integrating these into programme practice.
- Ability to work under pressure, decision making and multi-tasking.

Desirables

- Should have 5 years working experience at reputed national or international development organizations.
- Demonstrates ability to identify and implement opportunities for innovation.

- Experience in developing module, facilitating and moderating sessions and workshops
- Proven ability to work with alliances and engage in institutional relationships.
- Ability to work with support and influence others.
- Understanding of advocacy, campaigning and communications and how they contribute to achieving programme goals.

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

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
- **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
- **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences

FOR INTERNAL USE ONLY:

GRADE: D1

JOB FAMILY: PROGRAMME

At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job profile is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job profile is not incorporated into the employment contract.

HOW TO APPLY

Apply online	What will I need	Support and help
<ul style="list-style-type: none"> • Go to: for external applicants: https://jobs.oxfam.org.uk • For internal applicants: https://jobs.oxfam.org.uk/internal • Search for the vacancy using the reference number • Complete the online application process • Ensure you submit your application before midnight (GMT) on the closing 	<ul style="list-style-type: none"> • Each recruitment is unique and you will need to follow the instructions part of the online application process. You will usually be asked to provide: <ul style="list-style-type: none"> • Your personal contact details 	<ul style="list-style-type: none"> • Look at our how to apply section for helpful tips http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job • Technical glitch? If you have any issues when submitting your application please contact recruitmentteam@oxfam.org.uk • We are unable to accept prospective application but you can sign up for our job alerts here

date. Unless a different time is specified in the advert.

- The details of your referee(s) <https://jobs.oxfam.org.uk/alertregister/>
- Details on how you meet the skills, experience and knowledge that are required for this role



Oxfam 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.

HOW TO FIND OUT MORE ABOUT US

Find out about everything we do - <http://www.oxfam.org.uk/what-we-do>

Get a feel of what it is like to work at Oxfam - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam>

Find out more about our pay & benefits - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/what-oxfam-offers>

FOLLOW US



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 thoughts 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.