

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

FEMINIST LEADERSHIP AND PARTNERSHIP SPECIALIST

GENDER JUSTICE AND SOCIAL INCLUSION TEAM

Implication: New Position

Closing date: - Midnight (GMT), Date

Telephone Interviews - TBC

Interview date: - TBC

Vacancy reference: - INT7563

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 strives to ensure women, 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 align 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 ranges 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 that 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

This position is expected to deliver the following results:

- Effective managing of sub-grants to different small and medium projects undertaken by Women Rights Organizations (WRO), CBOs and CSOs
- Strengthen Capacity of WROs, CBOs and CSOs on organizational development as well as thematic issues related to gender equality and women's empowerment
- Track the results of the small and medium grant projects and explore scope to scale up

WHAT ARE WE LOOKING FOR?

A confident, motivated and self-organized feminist professional with proven background of working on similar context who:

- Will take multiple project implementation responsibilities along with budget management
- Works corporately across the programme team from a technical aspect and with systems team limited to project management

- Will have high level of problem-solving skill to deliver projects within agreed timeframe, given the context of many external constraints i.e. COVID 19, shrinking landscape for CSOs etc.
- Will have good influencing skill to deliver projects' influencing agenda with government
- Will have skill to conceptualization innovation linked with strengthening feminist movements, feminist localisation, strengthening capacity of WROs, CBOs, CSOs based on existing data gaps and/or evidences
- This role has good internal and moderate external impact

CORE DETAILS


Location: Primarily **Dhaka** with the need to travel across Bangladesh when required. Work from home modality may apply if presence in the office is not essential for the nature of work or for health and wellbeing reasons.

Salary: As per Oxfam GB national paygrade in Bangladesh

Internal Grade: C2

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

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 interview stage

This role reports to: Head of Gender Justice and Social Inclusion

Staff reporting to this post: N/A

Annual budget for the post: The position is expected to manage **02 projects** related to strengthening local feminist movements, supporting grassroots women rights organizations (WROs), community-based organizations (CBOs) and CSOs under Gender Justice and Social Inclusion portfolio. This position will be primarily responsible to **plan activities for around 1,014,464 GBP through seeking adequate support from Head of GJSI. However, the position holder will directly be responsible to spend GBP 500,000.** The sign off authority for this position is GBP 4000 in one go. However, there is no cumulative annual limit for sign off against this position.

Key relationships/interactions: The position holder will have to maintain key relationships with Oxfam Australia EWTCSA project team, Oxfam France strengthening local feminist movement project team, project implementation partners in Bangladesh, Oxfam in Bangladesh's PQKM team, and PICC department,

Finance, Admin and P&C Teams, and other Portfolio Heads and specialists as necessary

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): Not applicable

KEY RESPONSIBILITIES

Grants and Partnership Management (40%)

- Facilitation and record keeping of grantee selection process, including call for proposals, review of proposals and selection decision through board.
- Ensure due diligence check of provisionally selected grantees and devise partnership management plans
- Establish contractual engagement of grantees based on Oxfam policies and donor requirements as well as clearly established deliverables and timeline
- Manage timely disbursement of funds to the grantees as per agreed timeline and utilization of the disbursed fund
- Manage timely submission of agreed deliverables by grantees, including technical and financial reports
- Ensure Oxfam and donors' compliances vis-à-vis grants management are properly followed and adhered to
- Periodic partnership health check in collaboration with the Programme Quality and Knowledge Management (PQKM) as well as Finance Risk and Compliance team

Project Management Support (10%)

- Support to Head of Gender Justice and Social Inclusion (GJSI) in project management, including liaison with partners, project reporting, financial oversight and keeping Oxfam's online project and fund management systems updated (PeopleSoft).
- Keeping senior management updated about state of the project(s) at least once a month.
- Project progress reporting
- Manage the implementation of technical advice and guidance in the small grants projects as received from thematic working group
- Manage matrix relationship with Socio-economic Empowerment Specialist, Business Incubation and Skill Development Specialist, Natural Resource Management Specialist, localisation specialist, P&C culture team to mobilise their required and agreed support for project delivery

Capacity Strengthening: (30%)

- Support Head of Gender Justice and Social Inclusion (GJSI) to implement capacity development initiatives on application feminist principles, transformative women's leadership as well as to develop/review strategic documents, briefs, policy dialogue and other documents related to feminist leadership and participation
- Lead the capacity needs assessment framework development and execution for local WROs, CSOs and CBOs that prioritize gender equality as their goal
- Mobilize technical assistance from internal and external sources for coaching, training and capacity development initiatives for local WROs, CSOs and CBOs
- Ensure strong institutional capacity of the partners for high quality and compliant programme implementation
- Tracking capacity development of partners periodically and reporting it to Head of GJSI.

Policy, Advocacy and Communication (10%)


- Lead the Women Community Leaders Platform to tackle GBV and CEFM in the community
- Provide policy recommendations and guidance to strategic planning and positioning on women's leadership and participation
- Manage various research initiatives, develop and present analytical reports, briefing notes, background papers, summaries, project innovation and knowledge products on feminist leadership and participation
- Support to Head of GJSI to build/strengthen alliances and strategic partnerships with GOs, NGOs, INGOs and other development partners to promote women's transformative leadership and participation

Monitoring, Evaluation, Accountability and Learning (10%)


- Work with PQKM team for baseline and end-line studies for projects
- Support PQKM team for project monitoring
- Process documentation and record keeping supporting monitoring and evaluation process


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? 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	Written test
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		
Oxfam Leadership Competencies				
Humility		x	x	
Systems Thinking			x	x
Enabling		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.

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Essential - Experience, Knowledge, Qualifications & Competencies				
Post graduate qualification related with business and financial management or social sciences	x			
Demonstrated experiences of sub-grants management and project cycle management (preferably with 10+ grants at a time)	x	x	x	X
Demonstrated experience of monitoring & evaluation		x	x	x
Demonstrated experience of coordinating capacity building processes, coaching and mentoring		x	x	x
Proven knowledge of computerised systems and preferably experience of working with computerised accounting packages and spreadsheets.		x	x	
Ability to develop close working relationships with internal and external stakeholders and mobilise support for capacity building and project implementation		x	x	
Strong communication skills in English and Bangla including the ability to deliver complex and technical messages in simple terms		x	x	x
Ability to write high quality reports in English		x		x
Experience of and proven ability to build, sustain, advocate and manage strong partnerships and mobilise grassroots feminist organizations		x	x	x
Desirable				
Advanced competency in Microsoft Office 365 and PeopleSoft systems	x	x	x	x
Good understanding of various donor requirements (especially European Union).		x	x	
A track record of maintaining timely delivery of reports and deliverables	x	x	x	

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Experience of fund raising	x	x	x	
Experience of working in highly complex political environments.		x		
Behavioural role model for peers and fellow team members.		x	x	
Value alignment for environmental justice, rights-based approach and feminist principles		x		

FOR INTERNAL USE ONLY:

At Oxfam, our job profiles 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 goals for employees. Employees are supported to deliver these goals 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.

DIMENSIONS:

Leadership: This is a managerial position, leading strengthening feminist partnership, strengthening local feminist movements and grassroots feminist organizations' capacity strengthening related projects of the country programme. This position is responsible to deliver **02 projects** within agreed time frame along with a few external challenges related to the project implementation. This position holder needs to be **skilled in problem solving** which will come up while implementing the project. Additionally, the position is expected to be **skilled to negotiate and to mobilise people** for projects delivery with different skill sets from different portfolios of the country programme. Moreover, this role is expected to **extend its technical support** related to feminist partnership and capacity strengthening of WROs, CBOs and CSOs to other portfolios of Oxfam in Bangladesh.

Budget Management: The position holder is responsible to disburse and manage annually at least **18 small and medium grants** to local WROs, CBOs and CSOs. Additionally, s/he will develop plan against given budget and ensure the proper expenditure of the budget in the given time frame along with ensuring all compliances of Oxfam and the donors.

Influencing: The position holder will take the responsibility of project's agenda influencing to local government and private sectors

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.