

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

PROGRAMME OFFICER

GENDER JUSTICE AND SOCIAL INCLUSION TEAM

Closing date: - Midnight (GMT), Date - 16 October 2022

Telephone Interviews – N/A

Interview date: - TBC

Vacancy reference: - INT8977

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

Our team purpose is to strengthen Oxfam's goal on quality programming and project implementation, innovation, thought leadership, achieve scale and create impact in the area of gender justice by working in partnership with diverse organizations from civil society, government, private sector and academe to achieve gender equality and empower all women and girls.

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

The Securing Rights of Women Domestic Workers in Bangladesh project (in brief: Securing Rights Project) aims to improve the well-being of women domestic workers by enabling them to access their rights to engage in "decent work" as defined by the International Labour Organization (ILO). The four-year project will build on the momentum created upon approval of the Domestic Worker Protection and Welfare Policy (2015), by Government of Bangladesh which recognizes domestic work as a profession and extends several rights and protections to domestic workers. The ultimate outcome for SRP is- Increased social and economic well-being for women domestic workers (DW) in Dhaka, Bangladesh.

WHAT THE RECRUITING MANAGER HAS TO SAY ABOUT THE ROLE?

We are looking for someone who is aware of gender justice and social inclusion, decent work and labour rights, partnership management, project implementation, reporting, etc. The position seeks for a programme officer who has a track record of working with different levels of stakeholders', relevant policy makers and proper understanding on capacity building, mobilization, policy influencing, etc. This is a fixed-term position for project and programme implementation under gender justice and social inclusion programme of Oxfam in Bangladesh.

This position is expected to deliver effective, efficient, timely management of the GJSI programme's interventions at Dhaka in line with its programme results, and strategic approaches. In addition to that provide regular technical support and operational guidance to GJSI projects' team and partner project teams to operationalize Oxfam's approaches to Transformative Leadership for Women's Rights (TLWR), Women Economic Empowerment by building understanding, support in developing work plans, and developing strategies and tactics.

CORE DETAILS

Location: Dhaka (with frequent visit across Bangladesh)

Salary: As per Oxfam pay policy

Internal Grade: D1

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: Socio-Economic Empowerment Specialist

Staff reporting to this post: N/A

Annual budget for the post: TBC

Key relationships/interactions: Partners, labour related stakeholders, domestic workers, development partners, 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

KEY RESPONSIBILITIES

Managing Partnership (35%)

- Responsible to implement the designed projects/programs and managing more than 5 local, national and influencing partners for Securing Rights of Domestic Workers (SRWD) under urban 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 Women economic empowerment, informal economy, labour rights, private sector engagement, skill development and Resilience.
- Support the partner organisations on engagement with private sectors to enhance the economic activities, income and employment generation.

Coordination and integration (20%)

- 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 (20%)

- 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 (10%)


- To prepare quality periodical and special report for different stakeholder and 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: (10%)

- 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.

Technical and thematic knowledge support (5%)

- Support to business development
- Innovative and idea generation related to Socio-Economic aspects of women informal workers

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	
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		

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.

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	Shortlisting	Interview	Presentation	
Humility		X	X	
Enabling		X	X	
Influencing		X	X	
Essential - Experience, Knowledge, Qualifications & Competencies				
Master's in social sciences and other relevant discipline.	X			
Should have minimum 4 years working experience at reputed national or international development organizations.	X			
Experience in partnership management, programme development and programme implementation.		X	X	
In-depth knowledge on Women economic empowerment, informal economy, labour rights, private sector engagement, skill development and Resilience, Resilience, right base approach, community development model, clear analysis on social/ economic/ gender power dynamics from community to national level		X	X	
Understanding of advocacy, campaigning, and communications and how they contribute to achieving programme goals			X	
Desirable				
Monitoring and reporting of partner level implementation and budget expenditure tracking	X			
Good communication, facilitation, presentation, and representation skills, etc.		X		
Demonstrates ability to identify and implement opportunities for innovation		X		

Experience is developing module, facilitating and moderating sessions and workshops	X	X		
Proven ability to work with alliances and engage in institutional relationships	X	X		
Ability to work with support and influence others		X		
Understanding of advocacy, campaigning and communications and how they contribute to achieving programme goals		X		
Good communication, facilitation, presentation, and representation skills, etc.	X	X		
Demonstrates ability to identify and implement opportunities for innovation		X		
Experience is developing module, facilitating and moderating sessions and workshops	X	X		
Proven ability to work with alliances and engage in institutional relationships	X	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.