

# JOB PROFILE

<b>JOB TITLE: Humanitarian Support Personnel: Programme Representative</b>	
<b>International Division, Humanitarian Department</b>	<b>JOB FAMILY: Programme</b>
<b>SALARY: £28,945 to £34,150 net per annum</b>	<b>LEVEL: Global B1</b>
<p><b>TEAM PURPOSE:</b> To represent and to ensure Oxfam has the management, technical and logistical capacity to establish a presence, to both scale up and to respond rapidly to major humanitarian emergencies anywhere in the world.</p> <p><b>JOB PURPOSE:</b> To manage emergency or country programmes to meet humanitarian needs, including, assessment and programme design, programme set up and ongoing management. On occasions this will require management of ongoing programmes where key posts are vacant. In some cases this post will be the senior representative of Oxfam in country and would be responsible for all aspects of Oxfam's programme in that location (including Policy, Advocacy, Representation and long term development programming).</p>	
<p><b>REPORTING LINES:</b>  <b>Postholder reports to:</b> Designated Oxford based Humanitarian Co-ordinator          Whilst on deployment, will report to the Regional Programme Manager and at the same time keep the Humanitarian department in the loop or vice versa.</p> <p><b>Staff reporting to this post:</b> Programme Coordinators/Project Managers, Programme services staff. Will vary depending on deployment.</p>	
<p><b>BUDGET RESPONSIBILITY:</b> Responsible for programme budget whilst on deployment, for those programmes managed.</p>	
<p><b>DIMENSIONS:</b></p> <ul style="list-style-type: none"> <li>▪ Required to develop long-term vision and action planning to achieve significant impact on own programme and Oxfam's ability to change policy and practice in the external world.</li> <li>▪ Represents Oxfam corporately and manages and influences significant external relationships in a specific programme</li> <li>▪ Sets and delivers specified programme and/or team objectives</li> <li>▪ Plans and manages human and financial resources and processes.</li> <li>▪ Problems are diverse and complex, addressed normally within organisational parameters</li> <li>▪ Produces, assimilates, analyses and uses programme information from varied and diverse sources to provide in-depth analysis</li> <li>▪ Decision-making is strategic and operational with judgement based on specific problem solving experience and a range of external and internal factors</li> </ul>	
<p><b>KEY RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Manage and support the assessments of emergency situations overseas with, or on behalf of the country programme and regional staff or other Humanitarian Department staff, reporting with recommendations and proposals for Oxfam's response.</li> <li>• Develop and apply advocacy strategies based on programme experience and outcomes focussed on bringing about policy and practice changes.</li> <li>• Representing Oxfam to government officials, UN agencies and other NGO staff as appropriate. Developing good relationships for Oxfam with these agencies to ensure that Oxfam complies with the relevant legislation, and that Oxfam activities are</li> </ul>	

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understood and publicised.

- Identify and conduct impact assessment initiatives and ensure effective communications about programme impact with stakeholders within and outside Oxfam.
- Setting up and ongoing management of large scale and/or complex humanitarian programmes, often into the maintenance and/or recovery phases, ensuring project implementation conforms to proposals, beneficiary needs and as agreed with the donor.
- Ensuring sound financial management of the programme including regular and timely narrative and financial reporting against objectives and budgets as appropriate, for Oxfam, and donors and the implementation of adequate financial controls
- Management of Oxfam staff, including performance management, delegating authority where appropriate and ensuring that staff are supported and given opportunities and training for development.

If the occasion arises, when not on assignment the post holder will;

- Undertake research project work to document experience and build up institutional learning on aspects of emergencies.
- Undertake public speaking and media work on emergency work as requested.
- Other tasks designated by the Humanitarian Directors such as standing in for the Oxford based Humanitarian Co-ordinators when necessary

## **SKILLS AND COMPETENCE:**

### **Essential**

- Substantial experience of emergency and development work. A mature understanding of relevant issues derived from at extensive field experience at a senior level.
- Proven ability to work creatively, innovatively and effectively with limited direct supervision.
- Proven analytical skills and ability to think strategically, including the ability to think beyond the country programme context and to act within a regional and organisational framework.
- Excellent people management skills, with a good understanding of team development, particularly in dynamic and changing contexts
- Proven financial management skills and a high level of numeracy
- A thorough understanding of and active commitment to promoting gender equity issues and the interests of marginalised people in all aspects of Oxfam GB's work.
- A high level of interpersonal and communications skills. Experience of relating and influencing government, donors and other organisations and experience of advocacy work.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts. Excellent Teamwork skills and the ability to build good relations both internally and externally.
- Good knowledge of written and spoken English, plus working knowledge of one or more additional languages (especially French, Spanish, Portuguese, Arabic or Swahili) would be a distinct advantage.