

JOB PROFILE

JOB TITLE: Humanitarian Support Personnel: Project Manager	
International Division, Humanitarian Department	JOB FAMILY: Programme
SALARY: £20,730 - £26,910 net per annum	LEVEL: Global Level C1
<p>TEAM PURPOSE: To ensure Oxfam has the management, technical and logistical capacity to both scale up and to respond rapidly to major humanitarian emergencies anywhere in the world.</p> <p>JOB PURPOSE: To strengthen Oxfam's response to humanitarian emergencies by setting up at short notice and managing emergency programmes to meet humanitarian needs, and minimum standards. On occasions this will require management of ongoing programmes where key posts are vacant.</p>	
<p>REPORTING LINES: Postholder reports to: A designated Oxford based Humanitarian Co-ordinator or the coordinator of HSPs. Whilst on deployment, will report to Country Programme Manager/Programme Co-ordinator, as designated.</p> <p>Staff reporting to this post: All Field Project/Programme staff.</p>	
<p>BUDGET RESPONSIBILITY: Responsible for project/programme budget whilst on deployment</p>	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> ▪ Coordination of and delivery of agreed plans or strategies. Some strategic input. ▪ Impact and influence is mostly within their own team but sometimes also in other parts of their department and/or external public. ▪ Help shape local level objectives in a specific team ▪ Will be managing significant numbers of staff and have budgetary responsibility for discrete and specific humanitarian programmes. ▪ Plans/objectives contribute to departmental/broader program strategy and can involve collaboration with other departments. ▪ The role requires the ability to analyse and communicate complex information at a simpler level to a wide audience. ▪ In-depth knowledge of the principles underlying the key purpose and role is required in order to make decisions affecting the team and which may impact more widely in the division/programme – humanitarian principles in particular 	
<p>KEY RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ▪ Representing Oxfam to government officials, UN agencies, other NGO staff, and donors as appropriate. ▪ Participating in assessments of emergency situations overseas with, or on behalf of area staff or other Humanitarian Department staff, reporting with recommendations and proposals for Oxfam's response. ▪ Management of projects/programmes including; <ul style="list-style-type: none"> - Developing programme policies, objectives, activity plans and timelines; - Recruitment of local staff, and management of all staff in line with Oxfam policies, 	

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ensuring that they have the necessary induction, training, supported and effectively managed against agreed objectives;

- Ensuring timely narrative and financial reporting of good quality and accuracy for Oxfam and donors;
- Ensuring that the programme is implemented in a cost effective, consultative, participative and gender sensitive way;
- Ensuring staff safety, that security, medical and security evacuation procedures are drawn up, approved by the relevant manager and implemented, as appropriate.
- Undertake public speaking and media work on emergency work as requested.

SKILLS AND COMPETENCE:

Essential

- Experience of emergency and development work, and an understanding of relevant humanitarian and policy issues.
- Good resource (people/finance/assets) management skills for specific projects/themes
- Analytical and strategic planning skills.
- Good interpersonal, influencing and communication skills. Gender awareness
- Confident representation skills.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.
- Excellent Team work 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.