

Position Description

Position Title: Program Manager – Inclusion

Supervisor: Pacific Gender and Citizen Justice Program

Lead, with matrix line management by the Vanuatu

Country Coordinator

Location: Port Vila, Vanuatu

Contract Type: 12 month fixed-term with possible extension

Category: 3

Date: November 2020

Oxfam Commitments

OI Codes of Conduct

Industry Codes

Equal Employment Opportunity

Diversity and Gender Equality

Child Safe Codes

Safety & Security,

Travel and Health & Wellbeing

Context:

The Gender and Inclusion program, developed as part of Oxfam in the Pacific's suite of Gender and Citizen Justice Programmes, will work in ways underpinned by Oxfam's Pacific Values and strengths-based interventions, to address systemic and gendered issues of power and a lack of equality and diversity- particularly within civil society and governance institutions in Vanuatu. In particular, the five-year programme (2020-2035) will work to contribute towards the following ultimate goal: "Vanuatu women, young people, People with Disabilities, people of diverse Sexual Orientation Gender Identity and Sex Characteristics (SOGIESC) and other excluded groups have increased power and opportunities to transform Pacific systems and institutions- championing safety, wellbeing, resilience and the urgency of a 1.5 world". In order to achieve this, the programme will work to address some critical barriers to social, economic and political participation faced by excluded and marginalised groups such as women, people with disabilities and people of diverse Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIESC) by resourcing organisations and networks run by and with them to challenge and change gender norms and to test and implement collective action solutions. It will work with women, men and people of diverse SOGIESC to create environments at multiple levels which enable and foster greater individual and collective agency; increase feminist leadership and creative problem solving driven by diversity; and increase the focus on accountability across Governance systems – especially with regard to community safety, sustainability and wellbeing.

The Programme Manager has a primary role to effectively ensure the programme meets its objectives and leading a small team while managing relationship with programme implementing partners as well as other internal and external stakeholders on behalf of Oxfam in the Pacific. This will include overall programme management and compliance as well as preparing reports, and will report to the regional Gender and Citizen Justice Thematic Pillar Lead.

The Program Manager position have the following key roles:

Responsibilities:

Program Specialty

- Staff management of Inclusion Program team- including provision of performance feedback and joint planning of targeted professional development
- Program monitoring oversight
- With regional Gender and Citizen Justice (GCJ) Program lead – oversight of accountability to partners and partner compliance with Oxfam program standards
- Accountability for budget oversight and management -including ensuring budget burn rate is on track and financial reporting is timely, accurate and as per system requirements
- High level relationship management with key Oxfam and external stakeholders
- Engage and support the Regional Gender and Citizen Justice Program lead on Regional GCJ programs and influencing strategies and systems and ways of working

Business Services

- Manage partner relationships including the contractual arrangements between Oxfam and partners
- Manage the relationship between Oxfam and donors including ensuring all contractual obligations are met
- Manage contractual relationships for commissioned areas of work
- Manage the Vanuatu Inclusion program budget
- Responsible for program commitments and expenditure in line with organisational and donor financial delegations
- Ensure effective internal coordination between program and finance staff for the purposes of effective monitoring program initiatives.
- Support the regional GCJ lead on other regional partnerships work

Management

- Manage the Partner/Network Coordinator role and Program support Officer
- Performance manage and appraised staff and ensure key staff deliverables are implemented and monitored regularly
- Undertake all job responsibilities in a manner consistent with all Oxfam HR policies and procedures, including Diversity, Equal Employment Opportunity and Occupational Health and Safety guidelines.

Representation and Relationships

- Represent Oxfam in the Pacific to manage relationships with partners, other CSOs, feminist coalitions, government, donors and other stakeholders
- Work closely with Oxfam in the region in other program units to ensure efficient and effective management and implementation of the Inclusion Program
- Represent the Inclusion program internally within the Oxfam confederation
- Reports to Regional Gender and Citizen Justice Program Lead
- Support to GCJ lead on any related regional partnerships representations.

Professional Attributes:

- Ability to effectively engage, communicate, negotiate and motivate a wide range of internal and external audiences
- Commitment to gender justice; in particular, the empowerment of women, girls, youth, people with disabilities and people with diverse gender identities and sexual orientation, and their rights to live free from violence
- 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.
- Ability to manage effectively and lead and inspire individuals and teams to deliver results
- Cross-cultural sensitivity
- Strong analytical and decision making capacity
- Ability to recognise and manage personal stress
- A commitment to promoting diversity and gender equality
- Flexibility and adaptability
- Strong analytical and written and verbal communications capacity.

Skills and Experience:

- Minimum five years' experience in design, delivery, monitoring and evaluation of development programs and those focused on transforming social norms for gender and economic justice
- Extensive experience of working with and supporting civil society organizations including capacity building and funding support
- Experience in utilising participatory analysis, planning and M&E methodologies
- Experience in convening and facilitating networks and successfully delivering collaborative initiatives
- Experience in liaising with governments and donors
- Experience in integrating gender equity across all aspects of a program
- Experience in successfully managing budgets and donor funding/contracts
- Management and leadership experience in a complex, multi-cultural environment, leading diverse teams and stakeholders (internal and external), including the development of capacity and skills of staff
- Proven analytical and report writing skills
- Advanced computer skills

- Fluency in spoken and written English and Bislama is essential.

Travel:

The position is based in Port Vila, Vanuatu. Their role will involve some travel to program sites of all implementing partners and visits to rural communities - involving over-land 4-wheel drive vehicles, small boats and plane trips.

It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

Safeguarding

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.

Child Safe

As an agency undertaking work both nationally and internationally and in humanitarian response, Oxfam in Vanuatu takes its duty of care seriously to safeguard children and recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OiV are required to comply with the Child Safeguarding Policy, Code of Conduct and Social Media User Policy.

This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).