

AT OXFAM WE **WON'T** LIVE WITH POVERTY.

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

PROGRAMME DEVELOPMENT SPECIALIST – WASH

PROGRAMME STRATEGY AND IMPACT TEAM

Closing date - 14th August 2016

Interview date - TBC

Vacancy reference - INT 2625



ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

OUR VALUES

All our work is led by three core values:

Empowerment. Everyone, from our staff and supporters to people living in poverty, should feel they can make change happen.

Accountability. We take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.

Inclusiveness. We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

OUR TEAM

The Programme Development Specialist (WASH) will work within the Programme Strategy and Impact Team (PSIT) of Oxfam GB. The vision of PSIT is to drive higher quality programming and learning in Oxfam. PSIT delivers support to country, regional and global programme teams by providing thematic expertise on strategic areas (such as Water/WASH) and expertise in Programme Quality such as programme design and monitoring, evaluation and Learning. PSIT works with people and systems across the Oxfam confederation including country, regional and global teams, Oxfam's knowledge hubs, regional, country and global advisers, funding teams, campaign teams and the humanitarian division.

The Programme Development Specialist (WASH) will work closely with the WASH thematic and technical advisory team and country programme staff to catalyse the growth and development of our WASH programme funding portfolio in line with OGB's Programmatic Strategic Framework 2015-2018. The Programme Development Specialist (WASH) will take guidance from the WASH programme lead and various programme portfolio managers to ensure that our resource mobilisation and programme ambitions are strategically aligned; and that Oxfam pursues the right funding opportunities and partnerships for Oxfam's WASH programmes.

This role will have a strong link with the new Business Development team in the Programme Funding and Partnerships Department of Oxfam GB.

WHAT WE ARE LOOKING FOR

Oxfam GB seeks to recruit a new Programme Development Specialist (WASH), who will play a leadership role in growing Oxfam's portfolio of high-impact programmes delivering greater access to water, sanitation and improved hygiene in more than 35 countries.

JOB PURPOSE

Oxfam's vision is to reduce the inequalities that inhibit access to safe and sustainable water for the poorest and most marginalised people.

Oxfam GB is building on 50 years of knowledge and experience in WASH, extending our programme portfolio to address wider global challenges of water insecurity. Our new strategic approach seeks to achieve systemic change by tackling the root causes of both poor management and resource allocation in the water sector to have lasting impacts for people, specifically women, living in poverty.

The Programme Development Specialist (WASH) will play a key role in developing Oxfam's portfolio of WASH programming, through strategic leadership and operational support to programme staff throughout the Confederation. Working closely with programme advisors and funding managers, the role will contribute to the growth of a strong portfolio of programmes – including helping to secure funding for evolving, new or scaled-up programmes. In particular, the role complements and is expected to collaborate closely with a Business Development (Funding) and a Thematic lead (WASH Governance Advisor) to lead the growth of this portfolio, globally.

The purpose of this role is to provide additional, focussed capacity in support of the development of strong WASH programmes – and the growth of the WASH programme portfolio more broadly. The Programme Development Specialist (WASH) will be deployed in support of specific programmes and opportunities, with a focus on large, complex or multi-country interventions with identified funding opportunities. They will work closely with existing programme management, advisory and delivery teams to move from programme design to implementation. They will support, facilitate or lead processes that result in clear programme plans and operational realities, including ensuring that good and clear decisions are taken around components such as programme management units, programme governance, budgeting, and clarity on staffing requirements. The Programme Development Specialist (WASH) will also document experience and lessons learned, helping to contribute to a consistent and high-quality approach to supporting programme quality in Oxfam.

CORE DETAILS

Location	Oxford.
Salary	Circa £38,128 per annum gross
Grade:	B
Contract Type	Fixed-Term, 24 months



Hours of work

This is a full time role, however Oxfam offers various flexible arrangements which candidates can discuss by contacting the Recruiting Manager directly, as they have indicated that they would consider flexible options.

This role reports to

To be confirmed. Will have a matrix relationship with the Water Governance Advisor.

Staff reporting to this post

None, though may have a role in recruiting and managing external consultants against specific projects.

Annual budget for the post

Less than £10,000 for travel and activities

KEY RESPONSIBILITIES

- **Programme development** - Lead, facilitate and support high-quality programme development processes – helping teams move from conceptual programme design to implementation. This role will be deployed against identified funding opportunities, supporting projects/programmes around proposal development and inception periods. The nature of the responsibilities will be defined specific to each project, but are likely to include initiating workshops with key stakeholders, coordinating assessments, facilitating partnership agreements, budget development including allocation of appropriate resources, coordinating the involvement of technical advisors (thematic and MEAL specialists) and managing budget and governance issues.
- **Lead processes that lead to quality implementation** - Generate, with others, high-quality programme management practices and plans – including ensuring emerging projects and programmes take appropriate decisions around budgeting, programme management units (location, staffing, etc.), budgets, staffing, partnership and governance.
- **Business development** - Play an active supporting role for large or complex bid processes, working in collaborative partnership with the Business Development Manager (WASH) to establish, input into and develop WASH frameworks for key proposals. Collaborate with the WASH Governance Adviser and with teams (at country or above-country level) who will host the programme in the longer term. Between deployments, provide additional support to funding and thematic colleagues to develop and maintain a strong funding pipeline for Oxfam's programmes.
- **Building systems and integrating learning** – Because Oxfam is looking to expand in this area of work, the Programme Development Specialist will play a key role in developing the business processes, systems and procedures for programme development. They will also link back to funding and thematic teams, ensuring that key lessons and commercial intelligence can be integrated into relevant funding portfolios.
- **Collaborative programme support** - Complement the work of existing programme staff and technical advisors, providing additional capacity when required in response to identified need and funding opportunities. Support is likely to involve frequent extended deployments (multiple weeks) but may also include distance-based work over longer periods of time. In particular, the role is likely to work with specialists on ICTs, private sector approaches, and gender and governance specialists to achieve more integrated and quality WASH programming.
- **Knowledge of quality in WASH programming** – Develop a strong knowledge of Oxfam's WASH strategy – including core tools and approaches to support WASH programme development. This should sit alongside a strong knowledge of Programme Quality standards, practices and resources (for example: emerging best practices in partnership in consortia, key modes for incorporating ICTs into programme) to help programme design teams incorporate them into practical plans.

- **Build capacity in Oxfam** - As a principle and approach to working, support others in Oxfam to develop their capacity to design and manage high quality programmes. This is likely to involve a range of capacity-building approaches – including mentorship, accompaniment, coaching – into ongoing work as well as identifying new innovative means for improving learning within the organisation.

SKILLS, EXPERIENCE AND KNOWLEDGE

Essential

Programme development and funding

- Strong results orientation, including a track-record of leading programme development processes that have resulted in strong programmes and quality relationships with partners and funders.
- Evidence of key contributions to past success in new business development (and in particular, programme development) in an environment comparable to Oxfam.

WASH knowledge and experience

- Experience supporting the design, delivery or management of programmes in water, sanitation and hygiene (WASH) in a development context in urban and rural settings.
- Demonstrable understanding of the challenges and means to develop programmes in fragile contexts
- Demonstrated ability to synthesize large datasets and translate information into succinct and actionable plans.
- Strong understanding of key assessment and baseline methodologies, incorporating an understanding of statistical sampling approaches and methods.
- Demonstrated understanding of and commitment to understanding and addressing the needs of women in WASH programming.

Programme quality

- Excellent understanding of different aspects of quality programming (for example: partnership, participation, accountability, innovation, gender and monitoring, evaluation and learning) and how these can be incorporated into different interventions.
- Ability to read and interpret programme design documents – including theories of change (logic models, logframes), contextual analyses (eg: power, gender), budgets, MEAL plans.
- Demonstrable understanding of programme/project cycle management practices in development programming.

Operational leadership

- Ability to solve complex problems involving multiple stakeholders and interests, incorporating strong stakeholder analysis and engagement.
- Ability to design, draft and review legal contracts and partnership agreements.
- Excellent understanding of the practical issues, challenges and opportunities faced by programme staff and partners in designing, funding and managing programmes and projects. This includes knowledge of good practice in core operational areas (budgeting, HR, contracts) and is likely to be informed by extensive experience working in development/social impact programmes.
- Very strong analytical and conceptual thinking skills, able to translate complex issues into simple, workable actions and plans.
- Demonstrated ability to work successfully in large and complex organizations such as international NGOs. (Experience in advisory or matrix-based working an asset.)
- Ability to manage multiple processes at once – simultaneously understanding the ‘big picture’ but also aware of details.

Cross-cutting

- Excellent understanding of, and personal commitment to, promoting gender equity and diversity in Oxfam’s one programme
- Excellent people skills, with proven ability to motivate others and work collaboratively, requiring strong self-awareness and inter-personal skills.
- Ability to adapt and work within a multicultural, multilingual and multidisciplinary environment.
- Ability to travel on project-based deployments sometimes at short notice, including international travel for several weeks at a time, up to 60% of working days.

Desirable

- Broader thematic understanding of WASH programming, such as (i) governance issues in water, including community based management systems and/or (ii) methods for integrating gender justice and climate change adaptation into WASH programmes and/or (iii) Integrating governance into WASH through market-based approaches.
- Understanding of different approaches and methods for understanding and maximizing value for money issues (including sustainability) in WASH programming.
- Familiarity with Oxfam's business rules and programme quality processes is an asset.
- Technical knowledge of monitoring and evaluation methods.
- Ability to support contextual analysis (including power, gender and political economy analysis)
- Working knowledge of other languages (French, Spanish, Portuguese or Arabic.)

At Oxfam our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job description is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job description is not incorporated into the employment contract.

HOW TO APPLY

Apply online

- Go to: for external applicants: <https://jobs.oxfam.org.uk>
- For internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number
- Complete the online application process
- Ensure you submit your application before midnight (GMT) on the closing date.

What will I need

Each recruitment is unique and you will need to follow the instructions part of the online application process. You will usually be asked to provide:

- Your personal contact details
- The details of your referee(s)
- Details on how you meet the skills, experience and knowledge that are required for this role

Support and help

Look at our how to apply section for helpful tips

<http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job>

Technical glitch? If you have any issues when submitting your application please contact resourcingteam@oxfam.org.uk

We are unable to accept prospective application but you can sign up for our job alerts here

<https://jobs.oxfam.org.uk/alertregister/>



Oxfam is a Two Ticks Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our resourcing team.

HOW TO FIND OUR MORE ABOUT US

Find out about everything we do - <http://www.oxfam.org.uk/what-we-do>

Get a feel of what it is like to work at Oxfam - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam>

FOLLOW US

