MEDIA AND COMMUNICATIONS OFFICER

Annual Salary and Benefits	-	27,963 – 37,095 GBP
Internal Job Grade	-	C1
Contract type	-	6 months
Reporting to	-	Programme Quality Manager
Staff reporting to this post	-	Line management for Public Health Engineering (PHE) Team Leader and Public Health Promotion (PHP) Team Leader; and matrix management for WASH TL in field offices.
Locations		Erbil

Shaping a stronger Oxfam for people living in poverty.

Team Purpose

To ensure implementation of response activities and contribute to livelihoods recovery of the population affected by the crisis in Iraq

Job Purpose - Key Responsibilities and Accountabilities

To provide technical support to the programme teams and oversee the implementation of WASH programming, across the whole of Iraq (Regular Programming and Emergencies).

DIMENSIONS

- Coordinates and delivers agreed plans or strategies over which the job holder has some strategic input.
- Represents the affiliate in coordination meetings and some external relationships.
- Impact and influence of the job is mostly within the job holder's own programme unit but occasionally also in other parts of the affiliate and/or with an external audience.
- Usually plans and manages the resources of one or more sub-units though
- Helps shape local level objectives within in a specific team.
- Provides specialist advice or specific skills to their team or programme unit.
- Their plans and objectives are developed to contribute to country, region and broader programme strategy and can involve collaboration with other programme units
- Management tasks are complex and non-routine within their specialist unit or function.
- Development solutions to complex challenges that involve innovative pilot activities
- Ability to analyse and communicate complex information to a wide audience.
- Decision-making requires significant levels of judgement based on technical and management experience, generally actively supported by line management or the programme team.
- The focus of the role can vary but has well-defined targets and/or minimum standards, and is both proactive and reactive.

Key Responsibilities:

1. PROGRAMME QUALITY: PROGRAMME DESIGN, PROPOSAL, REPORTING

- Responsible for regular review of the WASH strategy to be adapted to major changes in needs and context.
- Provide technical input in response to funding opportunities in concept notes and proposals including, detailed activity description, logic framework and MEAL plans.
- Ensure new projects' objectives are in line with the change goals of Oxfam Country Strategy and highlight variation to management.
- Oversee the quality and the timeliness for implementing the WASH strategy for the regular country programme and emergency responses.
- Design or identify tools and approaches for tracking of the implementation for all WASH activities to ensure that possible problems affecting the quality of programmes are flagged and resolved in due time.
- Provide technical support on developing new assessments and MEAL tools to be used by the team to ensure that relevant information is being collected to inform strategy and implementation, to ensure accountability and learning as well as quality donor reporting.
- Ensure that interventions strive to conform to SPHERE standards and adhere to OGB's guidelines and best practices
- Support the technical teams in designating the vulnerability targeting criteria and dissemination to communities, and local authorities.
- Feed into/edit operational/progress internal and donor reporting.
- Support the implementation of Real-Time, Midterm and Final Evaluations of WASH projects.
- Ensure that "lessons learned" from the emergency/recovery interventions in Iraq is used to influence future policies and programme planning.

2. SUPPORT TO PROGRAMME IMPLEMENTATION AND MANAGEMENT

- Support timely support to teams on the field in developing an appropriate response, providing input, support and advice in relation operational elements including feasibility, harmonisation across technical teams where appropriate, costing/budget support, and risk mitigation.
- Support programme managers to unpack projects results into detailed activities and implementation plans.
- Provide temporary cover (gap-filling) for technical vacancies in the field when needed.
- Supervise consultants as required and provide feedback on the work accomplished.
- Support with recruitment of WASH key staff as required.
- Support Programme Managers in monitor programme implementation through regular field visits and provide necessary back-stopping and or distance management as required.
- Performance management of staff reporting to this position, according to the Oxfam standards and procedures.

3. CAPACITY BUILDING OF STAFF AND PARTNERS

- Design and deliver induction and training material for new WASH staff
- Lead the development of country capacity building plan in the areas of WASH, and ensure relevant support is identified and provided to the team.
- In close coordination with the Partnership Manager and Programme Managers, support in identifying capacity building needs and opportunities for Oxfam and implementing partners' staff.
- Provide regular coaching to Oxfam's WASH teams and partners in the field.

4. EXTERNAL REPRESENTATION, COORDINATION AND INFLUENCING

- Ensure Oxfam representation in the technical working groups and sector clusters.
- Meeting with donors and partners as required.
- Lead the coordination with Oxfam's HQ and regional advisors for potential support and sharing of learning.
- Influence donors and other actors to improve the quality of the response and early recovery interventions across the country.
- Play a leading role in the cluster system including the WASH Clusters and the relevant Working Group and support delivery of its work as required; Share Oxfam learning and best practices with clusters, Government bodies and key stakeholders.

Technical Skills, Experience & Knowledge

Essential
- Masters Degree or equivalent technical experience and training in water and sanitation, public health or any related field. Experience could substitute for a formal qualification, but not vice versa.
- Significant experience in managing WASH programmes in emergencies and or developing countries
- Experience in conducting assessments and supporting analysis of results, emergency market mapping, value chain analysis, and other relevant market assessment tools.
- Experience with feasibility and risk assessments for WASH programming.
- Strong interpersonal skills to establish and maintain effective working relations with multicultural and diverse teams, including working with partner organisations.
- Experience of capacity building field staff (with or without line management responsibility), including the ability to effectively advice and support field staff using methods such as mentoring, coaching, shadowing, demonstration, accompaniment, training, written advice, verbal advice, research and development.
- Strong communication and documentation skills including the ability to document case studies, write guidelines, and develop and communicate standard operating procedures relevant to each context and operating environment.
- Ability to work under pressure and tight deadlines.
- Ability to travel in country to support field teams.
- Experience and commitment to promote equity, gender and diversity.
- Attention to detail and critical analysis.
- Strong English Language skills.

Desirable:
- Previous working experience with Oxfam
- Previous working experience in the Middle East
- Arabic language skills

Key Behavioural Competencies

Competencies	Description
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation 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 organisation.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
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.