

# WASH PORTFOLIO MANAGER

## JOB DETAILS

**LOCATION:** This role can be located in a country where Oxfam has a presence, subject to Oxfam's ability to employ in that location, the affordability of doing so and right to work requirements being met.

Due to legislation constraints, it is not currently possible for this role to be based in some locations. These include Italy, France and India.

Close working relationships are required with people based in Europe so it is desirable that working hours are broadly aligned with Central European Time (CEST/ CET).

**CONTRACT TYPE:** Fixed Term

**Start:** 01/02/23

**End:** 31/03/23

**JOB FAMILY:** Programme

**ONE OXFAM GRADE:** C1

**DEPARTMENT:** GLOBAL HUMANITARIAN TEAM

**TEAM:** Oxfam Consults

**SALARY:** Competitive salary and benefits packages will be offered in line with local cost of living and national pay structures. Exact details to be confirmed by employing Affiliate.

**HOURS:** Full-time. Working hours may vary according to contracting affiliate and location

### FLEXIBLE WORKING

*We believe flexible working is key to building the Oxfam of the future, so we're open to talking through the type of flexible arrangements which might work for you.*

### COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity and gender equality within our organization.

**GLOBAL HUMANITARIAN TEAM PURPOSE:** The Global Humanitarian Team (GHT) has designated responsibilities to support, coordinate and lead humanitarian response and policies to reduce the impact of, prepare for and respond to crises, harnessing the resources of the whole Oxfam confederation to deliver support for Oxfam's strategic plan.

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- Delivering rapid, safe and high-quality emergency surge capacity.
- Supporting program strategy, operational design, humanitarian preparedness and response.
- Promote greater local humanitarian leadership and collaborate on our approach to fragility and across the nexus.

- Facilitate the development of humanitarian capacity across Oxfam and partner organizations through building and brokering a cross confederation network and community.
- Supporting the gathering of evidence to enable learning, innovation and advocating for change across the sector.
- Working with Campaigns and Policy to influence for greater respect of the basic rights of crisis affected men and women.
- Working closely with affiliates in their roles as EAs and PAs for the best interests of the humanitarian program.
- Ensure connection with global and technical humanitarian system and coordination.

**OXFAM CONSULTS TEAM PURPOSE:** The Business Development Team purpose and accountabilities are defined as: Expansion of the Oxfam Consults initiative, leading the GHT's business development approaches and strategies, influencing all significant new engagements, partnership identification and opportunity development across the Oxfam Confederation, for priority countries' long-term development, humanitarian & influencing interests. Through the provision of technical assistance to external clients Oxfam Consults will help Oxfam retain its humanitarian impact, profile and influence at a time when the organisation's geographical footprint may be reducing as a result of the current financial situation and thereby help to sustain Oxfam's humanitarian capacity.

**JOB PURPOSE:** To support with the development and expansion of the Oxfam Consults (OC) initiative. To help Oxfam Consults bring in work, by identifying WASH opportunities, to coordinate the submission of successful WASH bids, and to manage the successful implementation of WASH contracts. The role will mean contributing to managing internal administrative processes in partnership with the Business Development Coordinator, developing external 'WASH client' relationships, and providing accurate progress updates of WASH contracts, both in terms of technical and administrative issues. The role will also contribute to effective information management and record keeping, to facilitate audit processes.

Overall, the position will contribute to the growth of the Oxfam Consults model across three distinct development growth phases, starting with a planned annual turnover of £100,000 in phase I and leading to a planned annual turnover of £5,000,000 in phase IV within a timeframe of 3 to 4 years.

<b>JOB REPORTS TO</b>	Business Development Manager
<b>JOBS REPORTING TO THIS JOB</b>	None
<b>BUDGET RESPONSIBILITY</b>	None
<b>GEOGRAPHICAL SCOPE</b>	Global
<b>IMPACT</b>	Team, cross-confederation WASH Sector Governments, External clients
<b>KEY STAKEHOLDERS</b>	Oxfam Consults Team GHT Technical Teams OGB Business Development / Programme Funding Team (PFD) Oxfam Regional & Country Offices External Clients

	WASH Sector (internal/external)
<p><b>DIMENSIONS of the Role (see Standard Role Profiles, Oxfam Reward Job Slotting Toolkit <a href="#">Link</a>)</b></p> <ul style="list-style-type: none"> <li>• Coordinates and delivers agreed plans or strategies over which the job holder has some strategic input.</li> <li>• Represents Oxfam Consults in WASH external relationships.</li> <li>• Impact and influence of the job is within the job holder's own programme unit (Oxfam Consults &amp; Global Humanitarian Team) but also in other parts of the confederation and with external audiences.</li> <li>• Specific competencies and skills are required to achieve the job's objectives – thematic WASH</li> <li>• Helps shape local level objectives within in a specific team – Oxfam Consults.</li> <li>• Provides specialist advice or specific skills to their team/Oxfam Consults and programme unit/Global Humanitarian Team.</li> <li>• Their plans and objectives are developed to contribute to broader programme strategy and can involve collaboration with other departments (e.g. OGB head office, Countries, Regions, Affiliates).</li> <li>• Requires the ability to analyse and communicate complex information to a wide audience.</li> <li>• Decision-making requires significant levels of judgement based on technical experience, generally actively supported by line management or the programme team.</li> <li>• The focus of the role can vary but has well-defined targets and/or minimum standards and is both proactive and reactive.</li> </ul>	
<p><b>KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)</b></p> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Support the identification of eligible WASH opportunities and lead on developing high quality bids in partnership with GHT technical teams and external consultants. Ensure the bid requirements are followed exactly to avoid disqualification.</li> <li>• In partnership with the Business Development Coordinator, follow the internal processes for bid sign off with the Bid Board/ Programme Funding &amp; Strategic Partnerships Team, and the signing of contracts for successful bids with Programme Funding Development (PFD). Compile and report on a list of WASH opportunities, bids and contracts to feed into GHT management-level reporting. Ensure continuity and lack of duplication.</li> <li>• Manage the Oxfam Consults/Client relationship on all WASH contracts and coordinate the Teams working on each specific WASH contract. Ensure that contracts are implemented in a professional and timely manner, report difficulties to the OC Business Development Manager in a timely manner. Maintain active relationships with the Public Health Engineer (PHE) and Public Health Promotion (PHP) Technical Leads in GHT.</li> <li>• Ensure all the documentation related to a particular WASH contract is organised and stored using Box. This includes ensuring only the most recent versions of working documents are stored. Support the OC Business Development Coordinator and OC Business Development Officer to update contractual documents, budgets and invoices, as required.</li> <li>• Develop internal and external client relationships in the WASH sector, with the objective of securing future business for Oxfam Consults. As part of this responsibility, consolidate outputs from the WASH portfolio and design strategies to communicate successes and lessons learned to potential clients and the WASH sector more generally. Where appropriate, support the OC Business Development Officer to develop Framework Agreements with WASH Partners.</li> </ul>	

- Look for opportunities to be part of a Team to implement specific pieces of WASH work, in technical areas related to their own WASH expertise. Assignments should be coordinated closely with the OC Business Development Manager for sign-off.

#### **WASH Opportunities and Bid Development:**

- Participate in the preparation of all components for WASH tenders, engaging with bid writers and technical staff for inputs. Ensure proposals are tailored to client requirements and aligned with client interest.
- Proofread, edit and format technical and funding bids/proposals, ensuring an excellent quality of English, coherence, alignment with Oxfam's Humanitarian Approach, Charter for Change and use of correct Oxfam-branding where necessary.
- Work with the OGB Bid Development team and the Business Development Coordinator on development of financial proposals. Lead on return calculations and tax considerations.
- Provide boiler plate and opportunity specific capacity statements and narrative that improves the positioning and quality of our submissions. Oxfam retains large amounts of standard text and referencing from previous and ongoing projects. The WASH Portfolio Manager, with input from the Business Development Officer, country offices, partners, and stakeholders, collect and present evidence that demonstrates Oxfam's competence and approach in particular fields of work.

#### **Internal systems:**

- Work with the Business Development Coordinator to improve the development and management of the Oxfam Consults CV Database (Roster for WASH) and other administrative systems.
- Manage the relationships with external and internal consultants on the Oxfam Consults WASH Roster, and support with the advertising, selection, procurement, and management of WASH Consultants.

#### **Relationships with external organisations/clients/partners**

- Coordination and liaison with external organisations/clients on operational issues for WASH work.
- Assist Business Development Manager in drafting and finalising pre-teaming agreements, MoU's and offers to potential WASH partners and collaborators. Where bids are to be in consortia, ensure that pre-teaming agreements, job descriptions, levels of effort agreements, etc, between Oxfam and partners provide for a competitive and ethical foundation from which to create proposals.
- Run ethical checks and screening on potential WASH partners and donors where necessary.

#### **Strategy**

- Contribute to the development and design of the Oxfam Consults workplan/strategy.
- Network on matters relating to WASH, with other parts of the confederation to help expand the Oxfam Consults message and influence, including with countries, regions, and affiliates.

#### **Facilitating sign off**

- Work in conjunction with OC Business Development Coordinator, Oxfam GB's Bid Board and Programme Funding Development (PFD) team to facilitate sign off on new funding proposals. Obtain relevant approvals from the Country Director, technical leads, and the Deputy Humanitarian Director, and when necessary complete coversheets reflecting all top-line project information.

## PERSON SPECIFICATION

Most importantly, every individual in Oxfam needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

## EXPERIENCE, KNOWLEDGE & COMPETENCIES

### ESSENTIAL

- Experience of working in teams within a large complex organisation in the development sector.
- Proven practical experience in humanitarian responses in appropriate WASH disciplines. The post holder should have a good understanding of the WASH needs of poor rural and urban communities and of appropriate ways of tackling them for humanitarian and development contexts.
- Fluent written and spoken English, with excellent verbal and written communications skills, suitable for a wide range of audiences.
- Strong interpersonal skills and cultural sensitivity with experience of developing working relationships with people around the world.
- Excellent project management and time management skills.
- Ability to prioritise, respond quickly and work under pressure to meet deadlines & achieve results.
- Organisational awareness and knowledge of Oxfam's programme work.
- Proactive approach, ability to influence others & use initiative to achieve goals, flexible team player.
- Experience with creating and distributing communications content.
- Critical information gathering, knowledge management and research skills.
- Build relationships to enable engagement between Oxfam Consults and clients/partners in order to contribute to and influence the WASH Sector, strategic direction, and operational priority setting.
- Leverage and facilitate internal and external expertise and resources to support the implementation of Oxfam Consults in countries and regions, including the capacity building where appropriate.
- Contribute to strategic thinking around the investment priorities of Oxfam Consults
- The ability to travel for up to a maximum of 12 weeks per year and the ability to travel with 48 hours' notice. This may include a block of up to 6 weeks continuous, in extremis, no more than once a year.

**Desirable**

- Experience with bid development support and / or business support function experience (administrative, procurement, HR and Finance).
- Proficient level of foreign language esp. French and/or Spanish advantageous.

**SAFER RECRUITMENT**

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 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. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.