

Position Description

Position Title: **Program Director**

Supervisor: Country Director

Location: Dili with frequent travel to municipalities and possible international travel

Contract Type: Two year fixed contract with possibility of extension

Category: International

Application Deadline: 21 January 2022

Oxfam Commitments

OI Codes of Conduct

Industry Codes

Equal Employment Opportunity

Diversity and Gender Equality

Child Safeguarding

Safety & Security, Travel and Health & Wellbeing

CONTEXT

Oxfam has been supporting development and humanitarian work in Timor-Leste for more than 20 years. Oxfam's vision is a Timor-Leste that is just, sustainable and inclusive Oxfam currently implements a multi-sectorial program by working in partnership with civil society and community development organizations and constructive engagement with government. Under the 2021-2025 Oxfam Country Strategy, OiTL's country programs are embedded in Oxfam global and Asia strategy frameworks focusing on three pillars: Economic Justice, Climate Justice and Gender Justice. A feminist approach to working and leadership, Inclusion and Influencing are cross cutting themes and approaches that go across all of Oxfam's work in Timor-Leste.

PURPOSE

The Program Director will support the Country Director by providing strategic and high-quality leadership to the Oxfam Timor-Leste country program and supporting the teams in developing and implementing quality programming and strategic influencing. The role will ensure that program management systems and processes support and promote partnership and high-quality program delivery. The Program Director will support an integrated program and approach across the Country Strategy, supporting senior leads and managers in the Economic Justice and Climate Justice, and Gender Justice across all programs. The role will provide day-to-day management and support to a diverse team with responsibilities in Programs, and Partnership Support, Finance and will ensure effective planning, coordination, monitoring, evaluation, learning and reporting takes place. The Program Director will ensure the delivery of donor contractual obligations and will work closely with the Country Director and Business Development and Program Quality Lead on funding strategy, proposal development and as well financial management.

SCOPE OF POSITION

Line Manager: Country Director

Line Manager for: Programs, Business Development/Program Quality and Partnership Support

CHILD SAFEGUARDING

As an agency undertaking work both nationally and internationally and in humanitarian response, Oxfam Timor Leste 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 Oxfam Timor Leste are required to comply with the Child Safeguarding Policy and Child Safeguarding Code of Conduct.

CORE RESPONSIBILITIES

1. Program Specialty

- Support the CD to oversee the development, implementation and evaluation of the Oxfam in Timor-Leste Country Strategy and program and influencing strategies.
- Ensure effective program planning, coordination, high quality results and joint learning across the country strategy.
- Lead on overall program management of specified programs and projects, ensuring they are delivered, coordinated and implemented according to Oxfam's partnership principles, annual plans and within budget, and that all contractual requirements are met.
- Provide leadership for effective coordination with other units and teams in influencing and partnerships.
- Assist in establishing and maintaining donor relations at country level and in identifying appropriate funding opportunities. Ensure that donor funded programs contribute to the aims of the wider Oxfam program and are managed in an integrated way.
- Ensure that all contractual requirements are tracked, and that individual projects meet all contract management commitments.

2. Business Services

- Establish and manage program budgets and support program managers for budget monitoring and management of programs in close coordination with the Finance team.
- Ensure that narrative and financial reporting requirements for programs are completed by agreed dates.
- Oversee the ongoing development of partner tracking systems.
- Contribute to the development and review of program policies and program influencing work
- 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

3. Management

- Support Program Managers with effective capacity building, mentoring and professional development.
- Support staff to identify and review capacity building needs of partners.
- Within remit, ensure the implementation and compliance of health, safety and security policies and frameworks and ensure the security and safety of others and Oxfam property
- Support the Country Director to prepare and review the country program budget and annual plan.
- Working with Business Development and Program Quality Lead to ensure quality MEL systems and process for all country programs, and support in tracking and monitoring of business development objectives and targets.

4. Representation and Relationships

- Assist, develop and promote good working relations with donors and the Government of Timor-Leste.
- Working closely with colleagues, work to continually strengthen relationships with partners and allies.
- Help to coordinate and manage relations with Oxfam globally, including with Oxfam affiliates.

5. Professional Attributes

- Ability to work both independently and as a member of a team and set own workplan, meet deadlines and balance competing priorities.
- Ability to negotiate deadlines with colleagues and hold others to account
- Ability to network and represent Oxfam to a wide range of internal and external stakeholders

- Ability to achieve results by working alongside staff and inspiring teams to deliver to a high standard
- Capacity to work under pressure, recognize and manage personal stress and support staff to manage their own stress
- An understanding of and commitment to Oxfam’s values and to promoting diversity and gender equality
- Ability to live and thrive in a developing country and spend regular periods of time in the field.
- Ability to coach and mentor national staff
- Ability to develop and manage programs and projects effectively within an overall strategic framework

6. Skills and Experience

- Extensive relevant experience working with INGOs/NGOs in Timor-Leste or a similar context
- Proven people management skills, with experience managing multi-disciplinary teams of diverse cultural backgrounds.
- Demonstrated experience as a program leadership and management, developing and leading integrated and complex development program portfolios
- Demonstrable experience in all aspects of program cycle and institutional contract management, including planning, coordination across multiple stakeholders.
- Proven coaching, mentoring and facilitation skills
- Significant experience working with partners and in strengthening programmatic and organisational capacities of civil society organisations.
- Experience in reporting systems, formats and skills
- Experience in development and analysis of donor budgets and financial reports.
- Effective oral and written communication skills with a range of people working in different situations.
- High quality written and spoken English language skills. Tetum skills highly desirable.

To apply

Applicants shall submit application letters outlining experience related to the role (no longer than 2 pages) and CV (no longer than 4 pages). No certificates, copies of qualifications or testimonials are required at this stage of applications, and these will not be included in consideration of candidate suitability. Applicant shall send the application and CV to Benigna Martins by e-mailing benignam@oxfam.org.au.

Only shortlisted candidates will be contacted.

Oxfam is committed to preventing any type of unwanted behavior 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. Oxfam is a child safe organization and successful applicants will be required to sign the Oxfam International Employee Code of Conduct and submit a Criminal register certificate or “Bom Comportamento” from the Ministry of Justice.

Oxfam is an equal opportunity employer. Woman and Persons with Disabilities are encouraged to apply.