

Program Lead – Australian Humanitarian Partnership

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.

Position Number	520
Classification	Category 3Enhanced
Section/Unit	Programs / Humanitarian
Reports to	Humanitarian Lead and such other persons as directed
Hours of Work	35 hours per week
Suitable for Job Share	NO
On Call Duties	NO

Background

The Australian Humanitarian Partnership (AHP) is a five-year partnership between the Department of Foreign Affairs and Trade (DFAT) and six Australian NGOs and their consortia designed to provide rapid support to emergencies, assist in protracted and slow-onset crises, and build humanitarian capability and community resilience in the Pacific. The lead NGOs are CARE Australia, Caritas Australia, Oxfam Australia, Plan International Australia, Save the Children Australia, and World Vision Australia. All of the NGOs except for Save the Children also have consortium members which will be involved in the AHP. Oxfam Australia is in a consortium with ABC International Development and CBM.

Scope of Position

Oxfam Australia (OAU) is one of the most influential international social justice organisations in Australia and part of one of the most effective international confederations of aid and humanitarian agencies.

In more than 90 countries, we are working towards a better, more equal world for all of us - where women and men can use their own ideas, voices and actions to build a future free from the injustice of poverty. Oxfam delivers long term development

programming, humanitarian responses and practises high level advocacy and campaigning.

Oxfam Australia is an innovative rights-based agency that leads development debates and practice, works to influence government policy in Australia and around the globe to improve the lives of poor people, and has a strong focus on human rights.

Through the AHP Oxfam is responding to the COVID-19 pandemic and additional disasters regionally in the Pacific and in five specific countries: Solomon Islands, Vanuatu, Timor-Leste, Papua New Guinea, and Fiji.

Under the AHP Disaster Ready program Oxfam seeks to focus on strengthening the ability of local communities and organisations in the Pacific to prepare for and respond to disasters. Oxfam is delivering this program regionally and in four countries: Solomon Islands, Vanuatu, Fiji and Timor-Leste.

Key Responsibilities

- Manage the overall Disaster Ready program for Oxfam across Solomon Islands, Vanuatu, Fiji, Timor-Leste and the Pacific region, including brokering technical and sectoral expertise, leverage additional funds, and track the implementation and financial aspects of the program.
- Manage the AHP responses in the Pacific region and Timor-Leste, including brokering technical and sectoral expertise, leverage additional funds, and track the implementation and financial aspects of the program
- Broker technical and sectoral expertise and facilitate internal coordination within Oxfam, including leading internal meetings, and ensuring clear communication and information sharing processes are in place for Oxfam staff, and all relevant stakeholders are kept up-to-date.
- Leverage additional funds for disaster resilience and response in the Pacific.
- Represent OAU in the Australia-based humanitarian sector, including with DFAT and key sector partners.
- Lead OAU sector and donor advocacy and engagement on the localisation agenda, including leading ACFID HRG working groups and engaging with OI colleagues.

Living our Values

- **Accountability** – You are able to set clear goals and monitor personal progress against them.
- **Empowerment** – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities' perspectives into our working activities.
- **Equality** – You work to high ethical standards and treat all people with respect.
- **Inclusiveness** – You embrace diversity and able to enrich work activities with diverse perspectives.
- **Sustainability** – You are committed to achieving sustainable results in all aspects of their work.

Technical Knowledge & Experience

- Demonstrable expertise and experience in:
- The delivery of disaster risk reduction, disaster risk management and/or humanitarian programmes.
- Working with communities to prepare for and respond to natural disasters and slow onset crisis
- Project and financial management of humanitarian and/or development programmes (consortium management viewed favourably)
- Coordinating across multiple internal and external stakeholders to design and deliver programmes
- Project monitoring and evaluation in the humanitarian and/or development sector
- Supporting and mentoring project staff, especially across geographic and cultural contexts and in remote working relationships.
- Representing organisation in public and donor fora.

Personal Skills & Attributes

- Able to work with multiple stakeholders to identify and achieve mutually beneficial goals
- Excellent cross cultural communication, networking and presentation skills
- A collaborative approach to working with colleagues and other stakeholders
- Strong analytical and writing skills
- Enthusiastic and highly motivated with drive to achieve results
- Capacity to work under pressure, resilient and optimistic
- Ability to work to targets as a member of a team and autonomously in an accountable manner
- High level of initiative and entrepreneurial approach to business development opportunities, with a demonstrable commitment to innovation
- Understanding of and commitment to Oxfam Australia's development philosophy, principles and objectives
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing principles
- 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.
- Commitment to Oxfam's purpose, culture and ways of working
- Customer and goal focus
- High degree of emotional intelligence and humility
- Growth mindset and desire to cross skill

- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.

Travel

Regular international and interstate travel of approximately 12 weeks per year is a requirement of the position. 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.

COVID-19 Vaccinations

In order to protect the health, safety and wellbeing of our people, supporters, and the communities we work with, this role requires vaccination against COVID-19 as a condition of employment. Evidence should be sighted prior to commencing employment with OAU.

This role requires evidence of COVID-19 vaccination for the following reason/s as outlined in Oxfam Australia's COVID-19 Vaccination Policy:

- This role involves international travel;

Child Safeguarding

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

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