

ENERGY JUSTICE & ASEAN INFLUENCING PROGRAM MANAGER

JOB DETAILS

LOCATION: Phnom Penh, Cambodia

CONTRACT TYPE: 2 years to June 2027

INTERNAL JOB GRADE: C1

DEPARTMENT and TEAM Asia Regional Platform, Regional Programs Team

SALARY: As per Oxfam pay scale

HOURS (FTE) 37.5

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. We think this role would work particularly well as partially home-based.

COMMITMENT TO DIVERSITY AND INCLUSION

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

DEPARTMENT PURPOSE: The Oxfam in Asia regional platform contributes to and implements Oxfam's Global Objectives and Strategy and leads the implementation of Oxfam in Asia Strategic Framework, by providing vision and strategic direction to all of Oxfam's work in Asia. This includes Oxfam's humanitarian responses and the localisation of humanitarian leadership, long term development programming and influencing work. Responsible and accountable for the strategic direction and effective management of the programming in Asia, effective management of financial and human resources in line with Oxfam policy and provide high-level support and representation for advocacy, fundraising and any other representational purposes in support Oxfam's work and interest while ensuring gender justice and feminist principles are adopted.

TEAM PURPOSE: The Regional Programs Team provides strategic leadership and management to all regional work in Asia ensuring quality, coherence and added value for Oxfam in Asia.

Overall Goal: Just Energy Transition and ASEAN Influencing

Oxfam acknowledges that the shift away from fossil fuels needs to be undertaken rapidly in order to avoid 1.5° C of warming, with countries bearing the greatest responsibility for historic greenhouse emissions phasing out fossil fuel use first and fastest, consistent with the principle of common but differentiated responsibilities. The ASEAN and its member states are among the most vulnerable to the adverse impacts of climate change and therefore, the ASEAN and its member states must accelerate a just energy transition (JET) by promoting a human-centred energy transition, and enabling an environment that will support a just energy transition where CSOs are recognized as key partners and contributors. As a result, ASEAN member states can meet their respective net zero emission targets in line with the Paris Agreement through the promotion and scaling up of sustainable renewable energy models and systems that ensure energy access for all.

JOB PURPOSE:

The role will be responsible for overall leadership and technical oversight of two major programs in Asia Influencing Just Energy Transition (I-JET) program and ASEAN Influencing. The role will develop, manage, and support the operational, influencing, and policy work of the programs to ensure the achievement of objectives in line with Oxfam in Asia's Climate and Gender Justice strategic framework, country strategies, and Regional Influencing Strategy 2023-2030. The role is responsible for management of programs in multiple countries.

The role will lead the long term vision and design of the multi-year programs in compliance with Oxfam's quality standards, and work with partners to achieve I-JET and ASEAN priorities in Southeast Asia. The role is responsible for overall program leadership and technical oversight, and planning and managing the resources required to deliver the program objectives and management of a key regional Program Management Unit.

The position is responsible for establishing alliances and multi-stakeholder partnerships with community-based movements, relevant government agencies and international institutions, the private sector, the academe and other partners to enable cooperation and coordination in advancing JET in Southeast Asia. The role represents Oxfam and our position and priorities at high level forums and key regional events.

The role is a regional position with scope that covers regional JET and ASEAN policy initiatives.

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| ROLE REPORTS TO | Regional Program Manager, Asia |
| ROLES REPORTING TO THIS POST | Matrix management of a Senior Finance and Operations Manager, direct management of a MEAL Coordinator, Senior Finance Officer and and matrix management of 30+ country and regional focal points. |
| BUDGET RESPONSIBILITY | AUD 4.5 million |
| COLLABORATION | Development partners and donors, governments, intergovernmental bodies, multiple countries in Southeast Asia, Oxfam partners, private sector, academia, INGOs and CSOs, ASEAN stakeholders. |

KEY RESPONSIBILITIES

Regional Program Management

- Lead, coordinate and support the Program Management Unit (PMU) team in designing, implementing, and ensuring effective financial and quality management of the I-JET program (including timely reporting and audits) towards realizing an effective and impactful program delivery in line with Oxfam's feminist principles.
- Developing multi-year project and plans and activities and budgets for a Just Energy Transition and ASEAN influencing on Care, Gender, JET and Climate Finance. Ensuring an inclusive partnership management approach and providing high-quality support to agreed strategic imperatives with partners and allies.
- Coordinate and manage relationships with Oxfam affiliates and donors particularly on co-funding/financing arrangements, harmonizing different operating systems policy approaches, and developing multi-country proposals.
- Lead program resource mobilization for sustainability, increased impact and growth.
- Ensure a pro-active project Monitoring, Evaluation, Accountability and Learning framework for effective progress monitoring, the effective mitigation and management of risks, the delivery of timely and accurate reports to program stakeholders, and meaningful knowledge sharing.
- Provide expert guidance to country teams and partners in navigating sensitive and complex advocacy strategies within challenging and dynamic contexts. This role requires managing intricate policy processes with a heightened awareness of shrinking civic space, while safeguarding the reputation and ensuring the security of all stakeholders involved.

Influencing Policy and Strategy

- Provide strategic guidance in developing and implementing a JET influencing strategy in line with the Asia Regional Platform's ASEAN influencing strategy. This will include designing effective multi-stakeholder approaches, coordinated network and alliance building, supporting and enhancing the

influencing capacities of partners, enabling the inclusion of impacted communities, and representing Oxfam in relevant public engagement activities.

- Develop, commission and ensure the production and distribution of agreed Policy Briefs, thought and knowledge pieces and research to inform an evidence based approach to advocacy and influencing.
- Provide high level technical advice to aligned programs including Fair Finance Asia to influence decision-makers and duty bearers in inclusive and gender just public policy or social change in Climate Finance.
- Raise awareness, mobilize support, and drive action within ASEAN bodies to address economic disparities, protect vulnerable populations, and promote equitable access to energy resources and opportunities across member nations.
- Prioritize the inclusion of marginalized groups (e.g., women, Indigenous peoples, youth, and people with disability) in decision-making processes, economic participation, and access to social services.

Team and Stakeholder Management

- Lead, develop and manage the Program Management Unit (PMU) team to achieve program Outcomes through coordination, technical support and guidance and by ensuring a cohesive team spirit.
- Support Country and Regional program leads to proactively engage decision and policy makers in ASEAN and JET.
- Convene regular stakeholder meetings and dialogues to review progress against targets and foster shared leadership within the program.
- Ensure and practice an efficient and inclusive approach to partnerships ensuring mutual benefit, resource sharing, power sharing and shared leadership of the program.
- Build and support strategic alliances with regional organizations, grassroots movements, policymakers, and key policy groups to amplify Oxfam and partners voice and influence in JET and ASEAN priorities.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat 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

- Relevant work experience of at least 5 years in a related post with proven project management skills in developing and implementing successful influencing projects; experience in research and advocacy, communication and lobbying; and a proven record of capacitating staff and partners' influencing skills and ability to bring together different stakeholders to agree on a common influencing agenda.
- Organized with good attention to detail; demonstrable ability to prioritize tasks to meet tight deadlines and organize work in a complex institutional setting; advanced interpersonal and communications skills; demonstrable capacity for tact, diplomacy and negotiation; and able to work creatively, innovatively and effectively within multi-cultural and multi-disciplinary team.
- Strong policy analysis and development skills especially in the areas of Gender, ASEAN influencing and JET; experience in effectively engaging the ASEAN and its member states and proven ability to develop strong working relationships with multiple stakeholders; and strong political analysis skills and proven ability to influence decisionmakers.
- Fluency in written and oral English and able to write briefing papers, funding proposals and reports for various purposes and audiences, willingness to travel frequently, proven experience of using MS office application (Word, Excel, Access and PowerPoint) and relevant software and applications.
- Commitment to Oxfam's humanitarian principles and action, equal opportunity and gender policies, and an ability to integrate gender into policy analysis of putting gender equality at the heart of development work.

Desirable

- Familiarity with Oxfam's ways of working, influencing experience in the ASEAN context, knowledge of another ASEAN language is an advantage, post-graduate qualification in a relevant field.

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.