

# OI LOCAL HUMANITARIAN LEADERSHIP POLICY ADVISOR

JOB DETAILS	
<b>LOCATION:</b> OIS Office or where Oxfam has an office (subject to being able to establish a contract of employment directly or via hosting affiliate)	<b>CONTRACT TYPE:</b> Fixed term contract 6-months (Can be considered as a secondment opportunity for internal staff)
<b>INTERNAL JOB GRADE:</b> C1 (One Oxfam Grade)  <b>JOB FAMILY:</b> Programme	<b>DEPARTMENT and TEAM</b>  Advocacy, Campaigns and Engagement Department, Humanitarian Campaigns Team
<b>SALARY:</b> In line with Oxfam Values and subject to location	<b>HOURS:</b> Full time, 1 FTE
<b>FLEXIBLE WORKING</b>  We believe flexible working is key to building the Secretariat 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 a fully or partially home-based position.	
<b>COMMITMENT TO DIVERSITY AND INCLUSION</b>  We are committed to ensuring diversity and gender equality within our organization.	
<b>DEPARTMENT PURPOSE:</b>  Achieving systemic change and impact using Oxfam's presence at every level from local, to regional, to global, aligned with the vision of the global strategic framework: influencing and engaging audiences around the world –through action and by generating financial support -to fight inequality to end poverty and injustice.	
<b>TEAM PURPOSE:</b> <ul style="list-style-type: none"> <li>Ensuring that Oxfam's influencing around the world including campaigns, advocacy, policy, research is high impact, and achieves systemic change with a focus on inequality and gender, rights &amp; justice.</li> <li>Leading, convening &amp; managing Oxfam's influencing work across the world. Consulting, co-creating and setting vision and direction of travel for Oxfam's worldwide influencing work. Embedding an integrated people-powered approach in all Oxfam's influencing work.</li> <li>Enabling a strategic approach to working with allies and partners for influencing, ensuring co-creation, organisational humility, and support for partnerships and allyships</li> <li>Lead Oxfam's humanitarian policy and influencing activities.</li> </ul>	
<b>JOB PURPOSE:</b> <ul style="list-style-type: none"> <li>This role will lead Oxfam's global policy and advocacy work on localization and humanitarian reform.</li> </ul>	

<b>ROLE REPORTS TO</b>	Head of RIC
<b>ROLES REPORTING TO THIS POST</b>	None
<b>BUDGET RESPONSIBILITY</b>	None
<b>KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)</b> <ul style="list-style-type: none"> <li>• <b>Develop evidence and experience-based policy and analysis to influence</b> government, UN agencies, and other key <b>actors in the humanitarian system to meet existing localization commitments</b>, including to provide greater volumes of and better quality funding with local and national NGOs. This includes policy propositions, advocacy strategies and research carried out in co-ordination with Oxfam teams, country offices, partners and allies. The post holder will continue to write, contribute to, and manage the production of talking points, policy briefings, media articles and/or research.</li> <li>• <b>Represent Oxfam and actively participate in external forums on humanitarian reform, such as the IASC RG5 (Humanitarian Financing) and in the Grand Bargain</b> structures which continue post June 2021. The role will continue to <b>provide policy and advocacy support to Oxfam representatives</b> to their donors, within aid architecture, and to media.</li> <li>• Continue to <b>maintain working relationships with relevant networks</b> with national and international stakeholders involved in these debates, including existing relationship on localization advocacy with NEAR, ICVA, and the Charter for Change.</li> <li>• <b>Support to national influencing strategies on localization.</b> Oxfam countries which have, currently, localization influencing work and which could have support include: South Sudan, Bangladesh, Iraq, Kenya, Uganda, and Somalia, OPTI and the Philippines. The role will work to provide support to Oxfam affiliates for localization influencing.</li> <li>• <b>Co-chair the Oxfam International RIC Working Group on Humanitarian Reform</b> and participate in other relevant Working Groups (on the nexus) to ensure localization is considered. Provide advice and strategic direction to Oxfam colleagues on humanitarian reform and humanitarian finance (with an emphasis on Oxfam's policy priority for reform which is Localization).</li> <li>• <b>Fundraising for sustainable resources for localization and humanitarian financing policy priorities</b> for Oxfam after end-March 2022. Identify opportunities for funding and provide inputs to OI/ affiliate funding teams to develop and pitch proposals.</li> </ul>	

## 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

- Self-Awareness
- Vision Setting
- Influencing

### In addition:

- Be a demonstrated leader in policy and advocacy, with experience delivering change in localisation policy in humanitarian contexts
- Understanding of the humanitarian ecosystem, humanitarian reform and of the role of different stakeholders
- Understanding of gender issues in emergency settings and commitment to gender equity
- Understanding of safeguarding in the humanitarian sector
- Ability to work independently, flexibly and under pressure on fast-changing priorities
- Experience mobilising a diverse range of stakeholders, particularly local actors, to co-design and implement policy and advocacy strategies.
- Strong communication skills (written and verbal). Experience producing policy briefs, reports and/ or case studies.
- Excellent organizing skills and ability to project-manage events
- Experience in the humanitarian sector, ideally with overseas experience
- Fluency in written and spoken English

### Desirable

- Experience working at, or closely with, local or national NGOs
- Proficiency in other languages such as French, Spanish or Arabic

**SAFER RECRUITMENT:** 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 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.