

# HEAD OF HUMANITARIAN

OXFAM IN AFRICA (OIA)

JOB DETAILS	
<b>LOCATION:</b> Flexible in Africa Region. Any country with an Oxfam office/presence (Sénégal, Ethiopia, Kenya preferred), subject to being able to establish a contract of employment directly or via hosting affiliate	<b>CONTRACT TYPE:</b> Fixed-term for four years
<b>INTERNAL JOB GRADE:</b> B1	<b>DEPARTMENT and TEAM</b> Oxfam in Africa, Program and Influencing Team
<b>SALARY:</b> In line with Oxfam pay range.	<b>HOURS (FTE):</b> Full Time (subject to location)
<b>FLEXIBLE WORKING</b> <i>We believe flexible working is key to building the Africa Platform of the future, so we're open to talking through the type of flexible arrangements which might work for you.</i>	
<b>COMMITMENT TO DIVERSITY AND INCLUSION</b> We are committed to ensuring diversity, equity, inclusion, and representation within our organization. We believe in equality of opportunity regardless of race or racial group [including colour, nationality, ethnicity, national origins], religion or belief, age, disability, sexual orientation, gender identity, marriage and civil partnership, pregnancy, maternity, and paternity.	
<b>DEPARTMENT PURPOSE:</b> <p>Oxfam in Africa (Oia) embraces all the Oxfam stakeholders' entities (countries, clusters, advocacy offices and affiliates) on the continent and seeks to enable and enhance impact through collaboration and integration. The <b>Oxfam in Africa platform</b> will contribute to deliver Oxfam's impact and Influence in Africa. The plural and robust leadership team will represent the different Oxfam stakeholders in the continent. It will include the Oxfam in South Africa (OZA) Executive Director (as the only affiliate currently in the continent and the new ones will be included in due time), the Country Directors, SAF Cluster Director from the programmes in Africa who will be leading on specific themes / priorities within Oxfam in Africa and the Senior Leadership Team (SLT). There will be collaboration with the North Africa cluster especially on the influencing work but no direct management relationship.</p>	
<b>TEAM PURPOSE:</b> <p>The <b>Programmes and Influencing team</b> will support the humanitarian response in countries and cluster. This team will be assessing and promoting linkages with strategic partners. Their work will be framed as part of the rights, resilience and response, and nexus agendas, transformative partnerships, as well as programme quality, digital rights, feminist approach, innovation, learning and accountability. The director and their team will ensure that Oxfam in Africa works closely with and contributes to Oxfam's worldwide campaigns, ensuring that Oxfam</p>	

empowers people across the continent to take action on inequality, Just Economy, Accountable governance, climate and gender justice and Enhanced Humanitarian actions.

The thematic leads in the programmes and influencing team will lead in many of the areas like climate justice, gender justice, just economy, the emerging digital world among others and will have competencies in these specific thematic areas linked to the global strategic goals and horizon themes. The roles of Programmes and Influencing team will respond to the programmatic and influencing needs based on restricted income coming into OIA. The team will foster strategic partnerships and alliances to deliver on mutual agenda to achieve influence and impact at scale, while preparing for and responding to humanitarian crises across Africa with nexus lens to end needs and build resilience.

#### **JOB PURPOSE:**

The **Head of Humanitarian** will be sitting in the SLT to ensure decision-making readiness in all humanitarian matters. This position will provide leadership to ensure, with the team, that Oxfam and its partners are both ready and able to respond to humanitarian crises in a timely, proportionate, and professionally competent manner, wherever and whenever they occur in the Sub-Sahara region of Africa, will support the launch of responses, scale-ups and implementation. The role will also contribute to humanitarian influencing and practicing LHL agenda and delivering on global commitments. This role will be the link with the Global Humanitarian Team and affiliates and will work towards ensuring the adequate humanitarian capacity is available in Oxfam in Africa, with special focus in the countries. The team will be at service to SAF Cluster and Country Offices for any support to ensure right level of preparedness, meeting global humanitarian standards and Oxfam humanitarian mandate across Africa.

<b>ROLE REPORTS TO</b>	Programmes and Influencing Director  Matrix management: Global Humanitarian Team (GHT)
<b>ROLES REPORTING TO THIS POST</b>	<ul style="list-style-type: none"> <li>- Humanitarian Response Coordinator</li> <li>- WASH Advisors (2 FTE)</li> <li>- Food &amp; Economic Security Advisor (2 FTE)</li> <li>- Protection Advisor (1 FTE)</li> <li>- Conflict Sensitivity Advisor (1 FTE)</li> <li>- Gender Advisor (1 FTE)</li> <li>- Rights in Crisis/Humanitarian Advocacy Advisors (2 or 3 FTE)</li> </ul>
<b>BUDGET RESPONSIBILITY</b>	variable
<b>KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)</b>  <b>Humanitarian Strategy</b> <ul style="list-style-type: none"> <li>• Ensures a good level of analysis of the humanitarian situation on the continent, ensuring awareness raising and clear communication on challenges faced and foreseen in the Sub-Sahara region.</li> <li>• Ensure Preparedness Plans and Response strategies for OIA are available and regularly updated.</li> <li>• Support SAF Cluster, Country Directors, and Humanitarian Programme Managers in their ongoing analysis of humanitarian trends through the provision of research and data analysis tools.</li> <li>• Lead on regional humanitarian response and preparedness, linking country, regional, affiliate, and Oxfam's Global Humanitarian Team (GHT) where needed.</li> <li>• Work with Oxfam International's GHT to lead in the development and implementation of the Sub Sahara region of Africa humanitarian strategy in alignment with the global strategy.</li> </ul>	

- Provide active leadership to promote and support all aspects of preparedness planning, action and systematic review at cluster, country and regional level.
- Contribute to relevant humanitarian policy debates and, as agreed with line manager and in coordination with GHT, to represent Oxfam on humanitarian issues.
- Manage the development of the Humanitarian capacity in Oxfam in Africa, working closely with the GHT, all concerned affiliates, cluster and countries to mobilise support and resources.
- Participate in humanitarian coordination bodies and support country teams with coordination and lobbying at the Sub Sahara region of Africa and global level.
- Participate and represent Oxfam in key humanitarian forums in the Sub Sahara region of Africa with the Government, UN and other international agencies.
- Advocate and ensure that countries have humanitarian capacities and plans.
- Help review country humanitarian strategies.
- Identify and broker long-term and short term-support personnel from within the confederation and external organisations as appropriate.
- In coordination with People and Culture team, support the humanitarian structure (roles and responsibilities) and lead and manage the humanitarian team.
- Ensure resilience building and triple nexus thinking is part of response and preparedness planning for fragile countries and contexts.

#### **Humanitarian Response**

- Effectively delivering Humanitarian responses across regional work to meet standards, promote Oxfam work through lobbying and influencing to place Oxfam on the map as top 5 humanitarian INGOs across the Sub-Saharan region.
- Ensure all ongoing humanitarian responses and any future foreseen/unforeseen crises are delivering in line with Oxfam's and sector-wide humanitarian standards or timely responses and connectedness to rights and resilience.
- Lead and ensure regional response strategies where regional responses are initiated and propose the categorization/re-categorization process with GHT, Affiliates, COs etc. To ensure response at scale.
- Lead coordination with number of stakeholders to ensure all ongoing and new humanitarian responses are fully funded.
- In major unforeseen Sub Sahara regional emergencies requiring scaled-up response, lead process of assessment, programme design and resourcing, preparation of concept papers and support to proposal writing, in consultation with both the Program & Influencing Director and Global Humanitarian Team.
- In major emergencies, and in coordination with the country staff and the GHT, work with the country staff to ensure that Oxfam has the necessary capacity to meet the management, logistical and technical requirements of any humanitarian programme undertaken and to ensure effective coordination of Oxfam's response with UN agencies, the Red Cross and other NGOs as well as with government response mechanisms.
- Collaborate with Programmes & Influencing Director and the GHT to develop policy and advocacy strategy and content.

#### **Program Quality**

- Ensure that Oxfam's humanitarian work in the Sub Sahara region of Africa adheres to relevant policy commitments and minimum standards and to promote these, including:
  - The SPHERE Humanitarian Charter and Minimum Standards
  - The Code of Conduct for Red Cross and Red Crescent Movement and NGOs in disaster response

- Oxfam International Humanitarian Contract
- Oxfam gender standards in Humanitarian Response, in liaison with Gender Justice Team Lead.
- Core Humanitarian Standards
- The Charter for change
- Environmental charter
- Disability engagements
- WHS commitments
- Oxfam humanitarian approach (LHL, Feminist principles, community engagement, safe programming)
- Ensure that humanitarian protection analysis, Safe programming risk analysis and management, conflict analysis is conducted and mainstreamed in programming
- Ensure that gender analysis and understanding of HIV/Aids is a core component of all humanitarian programme development.
- Review humanitarian proposals developed by country staff, according to the relevant policy commitment and agreed minimum standards.
- Promote systematic programme review/evaluation to ensure that lessons learnt are documented and shared for cross-programme learning in the region and inform future responses, through adequate dissemination and inclusion in potential training.
- Play a key role in ensuring timely information flow to the confederation (GHT, program and influencing team, affiliates, secretariat, etc.) in the event of an emergency.
- Ensure clarity with countries and responses on the reporting mechanisms (sitreps, etc) to ensure updates and quality information is available.
- Facilitate cross-sector learning opportunities to share knowledge and best practices.

### **Management**

- Maintain an advisory overview of Humanitarian Program finances, including: annual budgeting for “plannable” humanitarian response work within regional budgets and liaison with Humanitarian Department (GHT).
- Ensure that the OIA humanitarian team supports countries in preparedness plans and all relevant actions to ensure quality responses and related work.
- Develop, manage and monitor the Sub-Sahara regional Humanitarian program and associated Projects.
- Develop and manage the Humanitarian Team budget and ensure effective and efficient expenditure of the same, including recoveries from response budgets, where appropriate.

### **Technical Leadership**

- Advise, with the support of the OIA humanitarian team team, country staff on the implementation of existing programmes, with a view to ensuring that they take adequate account of the context and required responses within Oxfam’s lead technical areas of WASH, Food & Economic Security (notably Cash Transfer and Markets) and Protection.
- Assist in the design of new strategies at local, country and regional level to address issues related to Oxfam’s core competencies. This should include specific programme initiatives as well as more broad-ranging strategies aimed at influencing institutional agendas, policies and practices (governmental, UN, donor, and others) in favour of effective WASH, Food and Economic Security, Protection and Gender, implementation.
- Ensure shared work with the rest of OIA to unpack how other teams linked to the responses and work across the Nexus.

- Actively strengthen partnerships with the development pillars, initiating collaborative projects or joint initiatives with other pillars.

## 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

- Proven strong experience of managing humanitarian response work in a range of environments – including field-level management of complex humanitarian response programmes and all phases of the project/programme cycle.
- Commitment to the Humanitarian Imperative with demonstrated abilities in crisis management and the coordination of rapid humanitarian responses.
- Demonstrable skills in gender analysis in humanitarian response or preparedness programming, and a clear understanding of the practical significance of gender issues in humanitarian environment.
- Demonstrable experience of policy development in relation to humanitarian response work.
- Experience of identifying training needs and coordinating training implementation.
- Demonstrated facilitation and coaching skills.
- Demonstrated ability to think strategically, a high level of analytical skills.
- Demonstrated financial management skills.
- Ability to manage competing demands and produce results under pressure.
- Willingness and ability to travel frequently
- Strategic individual with the ability to engage with key stakeholders to develop a compelling vision, while at the same time a pioneer in setting up operations.
- Ability to strengthen and execute the vision with their own team of professionals, country teams and with other stakeholders (affiliates and partners in Africa and other Oxfam entities like the GHT) coordinating and overcoming barriers when things become 'stuck'.
- Agile and engaged, with demonstrated strong and coordinated leadership.

- Ability to handle complexity, unpack it, and dive deeper with positive enquiry skills to explore blockages.
- Ability to engage in the most appropriate way, demonstrating deep listening to facilitate understanding of messages.
- Strong influencing skills – engages and collaborates, with cultural and interpersonal sensitivity.
- Excellent written and verbal communication across a range of audiences; fluency in English and French is required and other languages.
- Training in Disasters Preparedness/Emergency Response (desirable)

*The most relevant Oxfam Leadership competences for this role:*

- Self-Awareness
- Strategic Thinking and Judgment
- Decisiveness
- Influencing
- Mutual accountability

## 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.