



[OI Head of Total Rewards]

Closing date: 28th February 2025 @ 23:59 GMT/BST/EAT

Interviews: March/April 2025

Location: Global South preferred/ subject to OIS being able to establish a contract

Contract: open ended

One Oxfam Grade: TBC

Salary and benefits: Commensurate on Experience + benefits

Oxfam International is unable to guarantee the obtaining of a work permit for the role. Candidates must have and be able to retain the legal right to work in any of the OIS Locations.

Flexible working: We believe flexible working is key to building the **Secretariat** of the future, so we're open to talking through the type of working arrangements that might work for you

The Role

The role is responsible for the designing, developing, implementing and communicating Oxfam's Total Rewards strategy, principles & frameworks using a decolonial and feminist lens. In this role, you will enhance our EVP (Employee Value Proposition), attracting and engaging staff, and providing Total Rewards leadership on compensation policy and program matters. You will also be responsible for evaluating current market trends, benchmarking, and ensuring Oxfam's Total Rewards align with the HR Strategy and business requirements. Additionally, the role collaborates with internal and external stakeholders to expand and enhance our Total Reward offerings, will also supporting the retention and development of Oxfam staff globally.

KEY RESPONSIBILITIES (Technical, Leadership, People and Resource Management)

Technical

- Lead the implementation and track the progress of executing the Total Reward Framework and Principles across the Oxfam staff (i.e. Secretariat including Oxfam International, GHT, Country offices, and Regional Platforms-CCRs).
- Ensure the preparation, implementation and communication of Total Reward policies and processes is underpinned by the Reward Framework and Principles.
- Lead Total Rewards projects and initiatives, collaborative co-creation with stakeholders.
- Ensure the Total Reward Framework and Principles support Oxfam's EVP (Employee Value Proposition) and People & Culture (P&C) efforts in attracting, motivating, developing and retaining staff.



- Understand and develop plans to address reward challenges across the Confederation by liaising with both internal and external stakeholders.
- Design, implement, and maintain Oxfam's Total Reward framework globally, ensuring compliance with local laws and regulations. This includes annual salary reviews, pay progression, salary bands, job evaluation, statutory benefits, benefits and allowances framework etc.
- Assess internal data, labour markets and Oxfam's needs to develop Total Rewards strategies that balance competitiveness and cost-effectiveness.
- Partner with key internal and external stakeholders (including suppliers) to build fit for purpose policies and processes as per market trends, benchmarking analysis, peer benchmarking ecosystem, etc.
- Provide regular Total Rewards reports and insights to key stakeholders, including Executive Leadership Team, Global Programs, Management, CCRs and governance committees.
- Oversee and manage the application of Oxfam Reward Framework and Principles across Oxfam.

Leadership:

- Key member of the People & Culture (P&C) leadership team and contribute to broad P&C functions, strategies and projects.
- Provide expertise and insights to key transformation work (such as the Transforming Business Support program)
- Contribute to Total Reward (and other relevant matters) work within the Confederation via the Human Directors Platform and other appropriate mechanisms.
- Serve as a trusted advisor on Total Rewards matters by staying informed about global compensation trends and regulations, ensuring compliance with local labour laws.
- Able to manage the boundaries required in this role between organizational frameworks and demands to have bespoke solutions.

People and Resource Management:

- Lead and guide the Total Rewards Subject Matter Experts and P&C Communities in ensuring consistent implementation of the Total Reward Framework and Principles across the Confederation.
- Coordinate the prompt resolution and/or escalation of Total Reward issues/challenges/projects.

Who we're looking for**Essential:**

- Proven experience in leading progressive Total Rewards/Compensation & Benefits global teams and partnering with senior leadership/executives.
- Proven experience in spearheading Total Rewards/Compensation & Benefits within a global matrix environment, adeptly balancing and prioritising diverse stakeholder needs.
- Demonstrated experience in leading job evaluation, job architecture, market pricing, benchmarking, salary & benefits structure design and development, pay for performance, short- & long-term incentive compensation/benefits, and equity plan development and administration projects.
- Experience in managing employee global mobility as it relates to Total Rewards issues and matters.



- Strong analytical and quantitative skills, with the ability to analyse and interpret global Total Rewards/Compensation & Benefits data, draw insights and conclusions, and make recommendations to senior leaders.
- Excellent critical thinking and problem-solving skills, with the ability to develop creative solutions to complex global Total Rewards/Compensation & Benefits issues.
- Strong communication and interpersonal skills, with the ability to effectively present complex global Total Rewards/Compensation & Benefits information and influence stakeholders at all levels of the organization.
- Knowledge of current Total Rewards/Compensation & Benefits best-practices, laws, regulations, and market trends.
- Proven experience successfully managing multiple global, multi-faceted projects and producing quality deliverables on time and within budget.
- Experience in leading global Total Rewards/Compensation & Benefits teams across multiple Countries in different Continents.
- Ability to analyse, investigate complex problems and draw conclusions from data (data led decision making).
- Recognizes confidential, sensitive, and proprietary information and maintains confidentiality.
- Excellent organizational skills and ability to manage and execute tasks in a high-pressure environment.
- Bachelor's Degree in HR, Business Administration, Finance or related field

Desirable:

- Possess an MBA or other relevant Advanced degree.
- Demonstrate expertise in Total Rewards/Compensation & Benefits Management within a global matrix environment and adept at balancing and prioritising diverse stakeholder needs.
- Experience of managing external consultants
- Strong representation, negotiation, informal leadership and influencing skills, often at very senior level
- Other working languages of the confederation will be valued, in particular French and/or Spanish.

What we offer

This role will give you an opportunity to contribute to 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.

At Oxfam, we believe that every aspect of our work can lead to a positive outcome. If you have the same opinion, together with the ability to meet the challenges involved, this role offers scope for immense personal fulfilment – as well as outstanding opportunities to develop your career.

Oxfam is committed to providing a fair compensation package and to providing a flexible, supportive, working environment



How to apply

Please upload an up-to-date CV and a covering letter, clearly explaining your **suitability against the essential criteria in the job profile** via [Oxfam International Secretariat careers page](#).

Kindly note that only shortlisted candidates will be contacted- usually within 2-3 weeks of the closing date.

About us

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 21 organizations (affiliates) plus the Oxfam International Secretariat, working together with partners and local communities in the areas of humanitarian, development and campaigning, in 79 countries.

All our work is led by our core [values](#): Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.

Our commitment to safeguarding

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.

Note: All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam International Secretariat also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, if a job applicant has been employed by another member of the scheme, we will request information from that organization about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.