



OXFAM

COMMUNICATIONS COORDINATOR, RIVERS-RIGHTS-RESILIENCE

JOB DETAILS

LOCATION: Anywhere in Asia where Oxfam is able to issue a contract, preferably in one of the program implementation countries in South Asia.

CONTRACT TYPE: : Fixed Term, 1st May 2025 – 31st March 2027
(extendable subject to availability of funding)

JOB FAMILY: Communications

ONE OXFAM GRADE:C **ZONE:**2

DEPARTMENT: GLOBAL PROGRAMMES

TEAM: Asia Regional Platform

SALARY: As per Oxfam policy

HOURS: (1.00 FTE) Fulltime 37.5 hours per week

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 that might work for you. However, we prefer a candidate who is available to work in regular hours within GMT+5:00 and GMT+7:00 time zones.

COMMITMENT TO DIVERSITY AND INCLUSION

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

DEPARTMENT PURPOSE: Oxfam in Asia Regional Platform implements Oxfam's Global Objectives and Asia Strategic Framework and provides vision, strategic direction, and oversight for localized leadership, long-term development, humanitarian response and advocacy in Asia. The Regional Platform ensures effective program, financial, and human resource management while upholding gender justice and feminist principles for Oxfam's work in Asia.

TEAM PURPOSE: The Regional Programs Team provides strategic leadership and management to all regional programmatic work in Asia, ensuring quality, coherence and added value for Oxfam in Asia. TROSA is a multi-year program commenced in 2017, supported by the Government of Sweden, that aims to improve cooperation in governing shared water resources and strengthen resilience to climate change among riparian communities in the **Ganges**-Brahmaputra-Meghna river basins. The program works directly with communities in selected locations within the transboundary Ganges-Brahmaputra-Meghna (GBM) river basins, across countries. The current phase of the programme works toward the following outcomes:

<ol style="list-style-type: none"> 1. Strengthened climate-resilient livelihoods of communities living in the transboundary GBM river basins 2. Improved and inclusive management of transboundary river ecosystems and protection of biodiversity across the GBM river basin 3. Strengthened leadership of civil society, especially women, Indigenous People, and youth to influence government and private sector on water governance across and between the transboundary GBM basins 4. Strengthened cooperation, collaboration and accountability across and between the transboundary GBM river basins. <p>JOB PURPOSE: To create and deliver effective communications to stakeholders involved in South Asian and Global Water Governance, in line with Oxfam's program strategy. This includes managing policy analysis, advocacy, media, and communication efforts that advance the objectives of the TROSA regional program and align with Oxfam's global and regional campaign priorities. Additionally, the role involves providing strategic support to the country program and regional partner teams regarding strategic communications, as well as the design and implementation of initiatives. To produce high quality communications products and projects (regionally) and to contribute to the quality of the work of partners, monitoring, and learning.</p>	
JOB REPORTS TO	<p>Direct: Programme Manager</p> <p>Matrix: Feminist Influencing Lead (Nature, Climate and Communities)</p>
JOBS REPORTING TO THIS JOB	Direct: Consultants (as and when required).
BUDGET RESPONSIBILITY	Oversees the strategic allocation and monitoring of the Communications budget across multiple country programs and regional initiatives, independently manages Communications Projects valued about 500,000 Euros per year. Provides financial analysis and recommendations to inform planning, cost-sharing, and compliance with donor requirements.
GEOGRAPHICAL SCOPE	Regional – with regular work with Oxfam offices in Bangladesh, Bhutan, Cambodia, Nepal and Netherlands, six international partners based in Switzerland, Thailand, Sri Lanka and Nepal.
IMPACT	This role has both internal and external influence. Internally, it provides strategic communications leadership across the TROSA programme, coordinating with Oxfam teams in multiple countries and regional partners to ensure coherence, capacity building, and alignment with Oxfam's feminist and environmental justice principles. Externally, the role delivers high-level representation for Oxfam, engaging media, donors, civil society, and multi-stakeholder platforms on water governance and climate resilience. Managing a €500,000 annual communications portfolio, the role contributes directly to policy influence, public visibility, and the credibility of Oxfam's work in the region.
KEY STAKEHOLDERS	<p>Internal Stakeholders</p> <ul style="list-style-type: none"> • TROSA Programme Management Unit (Asia Regional Platform) • Communications Focal Points in: Regional partners (six partner organisations), Oxfam Country Offices (Bangladesh, Cambodia, Nepal, Netherlands), Oxfam Asia Regional

	<p>Platform, Wider Oxfam Confederation teams, where relevant</p> <ul style="list-style-type: none"> • Senior Leadership of Oxfam <p>External Stakeholders</p> <ul style="list-style-type: none"> • Government actors involved in water governance across GBM basins • Media organisations (print, digital, social media) • Donors, including the Government of Sweden • International civil society organisations (including six regional/international partners based in Switzerland, Thailand, Sri Lanka, Nepal) • Water governance civil society groups and platforms • Indigenous Peoples, women, and youth organisations in riparian communities • Multi-stakeholder platforms engaged in environmental and river basin governance • General public (via strategic visibility and awareness campaigns)
<p>DIMENSIONS of the Role</p> <p>Strategic Communications and Program Influence: The role leads the development and implementation of regional communications strategies that advance TROSA's policy and influencing work on transboundary water governance and climate resilience. It plays a critical role in shaping narratives and public discourse, integrating communications as a core component of programme delivery. The postholder ensures alignment with Oxfam's global campaigns, feminist principles, and environmental justice framing, while ensuring coherence across country and regional partners.</p> <p>External Engagement and Representation: External-facing role, acting as the communications voice of TROSA to diverse regional and global stakeholders. The role engages with media, civil society networks, donors, and policy actors to strategically influence perceptions and drive awareness of key issues affecting riparian communities. It serves as the program's media liaison, building sustained relationships across sectors to strengthen TROSA's positioning and leverage for change.</p> <p>Technical Communications Expertise and Advisory Support: The role is a senior specialist in strategic communications, advising Oxfam teams and regional partners on message development, risk mitigation, media engagement, and branding. It provides thought leadership on effective public engagement strategies, translating complex political, environmental, and technical content into accessible, rights-based communications. The role also ensures quality and consistency across all products and platforms, from social media to public-facing materials.</p> <p>Capacity Strengthening and Internal Coordination: Through matrix management and accompaniment, the role builds communications capacity across the program, ensuring alignment with TROSA objectives and Oxfam values. It leads collaborative content development, supports partner-led storytelling, and develops tools and guidance for inclusive and impactful communications. The role is a key driver of internal coherence, knowledge sharing, and learning across a multi-country, multi-stakeholder programme.</p>	
<p>KEY RESPONSIBILITIES</p> <p>Strategic</p>	

- High level of analysis of complex information including government regulations around transboundary river governance, socio-political contexts, research reports, in depth risk analysis of Oxfam's work and mandate.
- Independently analyze regional water governance issues, trends, patterns, and complexities, identifying strategic communication opportunities and advising senior leadership of the program, utilizing expert knowledge of the program's context and environment.
- Create strategic communications and media engagement for positive social and policy change, build the brand and increase visibility.
- Update and implement the TROSA Regional communication and knowledge management strategy.
- Forward planning and management of projects/development of communications activities aligned with strategies, including oversight of partner workplans.
- Provide support and input into TROSA programme strategy, design and implementation, and contribute to wider strategic development of Oxfam in Asia.

Management

- Management of the TROSA communications projects and budgets across all regional partners, country teams and external contacts, maintaining integrated planning process, workstreams, to achieve TROSA's strategic aim, with relative autonomy, under the supervision of the Senior Leadership.
- Direct management of communications consultants and matrix management of communications focal points across six regional partners and two country teams.

Technical

- Analyse and communicate complex information and deliver consistent messaging across a wide range of audiences relevant to the programme.
- Advise partners and the programme management unit to maintain branding and visibility standards.
- Provides creative/innovative solutions to a wide range of communications problems/tasks/projects – to Oxfam and partners.
- Providing technical advice and specialist guidance on appropriate communications solutions across the programme – also to Oxfam Asia and other relevant teams in the Oxfam Confederation, where relevant.
- Issue media advisory on relevant issues and events of the programme.

Representation

- Extensive external networking and engagement for strategic communications presence of the programme, including print and electronic media, relevant social media, water governance related civil society groups and multi-stakeholder platform important for the programme's objectives.
- Representing programme to influential external contacts, and acting as key external spokesperson to relevant media houses and platforms.
- Achieving programme goals by influencing internal/external agenda/policies through using well-developed influencing, negotiating and marketing skills.
- Reviewing communications products from design to publication stage on behalf of the programme especially when there is a potential major impact on public image of Oxfam and the programme.

Travel

The position requires travel within the South Asia Region and globally for workshops, partners' monitoring, training, capacity building, international events etc.

PERSON SPECIFICATION

Most importantly, every individual in Oxfam 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**
- **Influencing**
- **Relationship building**
- A degree or postgraduate qualification in Media and Communications, English, Social Sciences, Environmental Sciences, Business Studies or other relevant disciplines.
- At least 5 years of working experience in the media or in the public relations / communications fields at national, regional or international level with specific experience in Asia.
- High degree of skill in strategic communications demonstrated by a track record of success and achievement in media and communications work, preferably on environmental issues.
- Demonstrated experience of managing projects, and co-ordination with internationally networked project teams.
- Communications specialist, both verbal and written in English and at least one of the following: Assamese, Bangla, Dzongkha, Hindi or Nepali.
- Ability to capture knowledge and key insights from written and verbal material and turn them into clear and attractive knowledge and communication messages.
- Ability to build capacity and develop others through experience of training and accompaniment in media or communications.
- Manages own workload and meets organisational and external deadlines.
- Ability to provide specialist communications advice/training/support to TROSA programme and other teams within Oxfam.
- Effective people management skills, where applicable, and interpersonal skills, particularly in motivating and influencing others and experience of matrix management.

Desirable

- An expert in environmental communications
- Experience in working with and/or knowledge of Oxfam or similar organizations

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.