SECURITY MULTI-COUNTRY PROJECT MANAGER

JOB DETAILS	
LOCATION: Global South preferred. *(Any location where Oxfam has an office and is able to establish a contract of employment like Nairobi, Dakar, Amman or alike or in any of the countries of implementation – Chad, Myanmar, South Sudan)*	**CONTRACT TYPE: Fixed Term (16 months)**
INTERNAL JOB GRADE: C1	**DEPARTMENT and TEAM** *Global Programmes – Security Team*
SALARY: In line with Oxfam values & according to location.	**HOURS (FTE) hours/week: Full Time**

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 flexible arrangements which might work for you. This role will require travelling, so there can be a combination of office work and work-from-home.

COMMITMENT TO DIVERSITY AND INCLUSION

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, and pregnancy, maternity and paternity.

HUB PURPOSE:

The Global Programs Hub enables coherent, accountable, and impactful programming by connecting countries, clusters, regions, affiliates, and global teams around shared priorities, learning, and delivery. It anchors thematic leadership and fosters mutual accountability, supporting locally led, people-centred programming.

TEAM PURPOSE:

The Security Team provides security and crisis management support to Oxfam, helping to strengthen security across all operations. It offers strategic security, travel safety, and safe programming advice to OIS (Oxfam International Secretariat), affiliates, countries, and regions. The team develops and implements security policies and standards, leads incident monitoring and risk management processes, supports risk assessments and follow-up actions, and promotes learning and development in security management. It also engages in external networking, contributes to sector-wide discussions, and represents Oxfam in relevant external forums.

JOB PURPOSE:

The Project Manager will coordinate the activities and the implementation of the project "Global Security Evidence, Local Risk Management Leadership" funded by the European Union Humanitarian Office (ECHO) in Chad, South Sudan and Myanmar. The purpose is to coordinate the needs assessments of local partners, foster the creation of security communities of practice, participate in the creation and delivery of training activities and in the provision of technical and material support to partners.

ROLE REPORTS TO	Programmes Learning and Development Global Security Advisor of the Global Security Team.
ROLES REPORTING TO THIS POST	3 Security managers for the project in Chad, South Sudan and Myanmar.
BUDGET RESPONSIBILITY	Co-responsibility to manage approximately the spending of 200,000€

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

Programme management

- Plan, coordinate and monitor implementation of activities against the logframe, workplan and budget, including the inception phase (MEAL plan in month 1, baseline report by month 4).
- Chair the weekly project meetings and the monthly Technical Working Group; prepare the quarterly reviews with partners and participating organisations.
- Set up and run the Project Management Model and servicing of the Project Steering Committee, including decisions, minutes and dispute resolution.
- Oversee the country teams (nationally recruited programme officers and coordinators in Chad, South Sudan, Lebanon and Myanmar) together with the Global Security Advisor.
- Manage adaptively: track the risk register (security deterioration, government restrictions, connectivity, staff turnover, data-sharing reluctance) and activate contingency measures.

Program delivery

- Ensure coherence between Result 1 evidence products and Result 2 Communities of Practice, including the validation loop with local organisations.
- Co-design and deliver tailored training, mentoring and policy/tool adaptation in local languages.
- Coordinate documentation of the scalable SRM model and dissemination through international forums.
- Organise and participate to events related to the project advocacy activities.

MEAL and learning

- Lead the joint MEAL plan, Indicator Performance Tracking Table and activity tracker.
- Coordinate the baseline, quarterly learning reviews, the independent final evaluation and the internal Lessons Learned Workshop.
- Ensure the feedback and complaints mechanisms work and that safeguarding, data protection and do-no-harm standards are applied.

Donor management, finance and compliance

- Ensure project follow up according to donor expectations: interim and final reports, amendments, visibility and responses to donor queries.
- Monitor budget execution, partner financial reports, procurement, and support the Certified Financial Statement audit with Oxfam finance staff.
- Ensure compliance with ECHO, Oxfam and partner policies, including EU visibility rules applied on a risk-based approach.

Deliverables

- Country stakeholder map and barriers assessment.
- Participatory baseline needs assessment report.
- CoP schedules, minutes, quarterly synthesis reports and case studies (3+ significant case studies across project).
- Training curricula/materials in local languages; mentorship follow-up records.
- Sustainability plans for participating organisations.
- Inputs to MEAL and external evaluation.

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
- Enabling
- Relationship building
- Strategic Thinking and Judgment
- Mutual accountability

In addition:

- English and French are the working languages of the project, candidates should be able to work in both languages. (knowledge of English is preferrable)

- Programme Management: The Project Manager must have experience in programme management, if possible, in donor funded international programmes, including experience conducting participatory needs assessments and stakeholder mapping.
- Security Risk Management: the Project Manager should be acquainted with security risk management and have a good understanding of the objectives, policies and practices of security management teams.
- Team Management: the Project Manager will have to manage a team of 3 Country Security Project Managers in Chad, South Sudan and Myanmar; therefore, the person holding the position must have experience in the management of a team.
- Training experience: the Project Manager will have experience in delivering engaging face-to-face and virtual training.
- Work with national and international NGOs: the project is a consortium of three international organisations (Oxfam, GISF and Insecurity Insight) and the focus are local and national NGOs. The Project Manager will have to interact with the members of the consortium and target organisations.
- Ability and availability to travel internationally: the programme will be implemented in Chad, South Sudan and Myanmar. The Project Manager will have to travel to these countries and to other locations like Europe.
- Trust-building, culturally sensitive facilitation, commitment to localisation and inclusive participation (women-led, small NGOs, persons with disabilities).
- Know and respect the security rules as described in the security management plans of the locations of work, as well as reporting the security incidents that could be confronted with.

Desirable

- *Team coordination: the project will be implemented in three countries simultaneously. The Project Manager will coordinate teams so that the realisation of activities, the fulfilment of results and the achievement of objectives happen at the same time in the three countries.*
- *International experience: as the Project Manager will have to travel to Chad, South Sudan and Myanmar, in addition to other locations (Europe) it is desirable that the person holding the position has international experience in dealing with national and international staff and organisations.*
- *Able to provide presentations in front of large audiences: the project has a "piloting" component that will draw lessons and set up the stage for future action. The Project Manager will have to present and inform different stakeholders about the achievements of the project.*
- *Data management and analysis: one of the initial activities of the project is a needs assessment, therefore it is desirable that the Project Manager has experience in the preparation, collection and analysis of assessments*
  MEAL familiarity: monitoring organizational practice change and producing case studies. The Project Manager will also be key in coordinating the collection of all evidence in the countries of implementation to be able to justify activities and results to the donor (ECHO), and the consortium.

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.