



OXFAM INTERNATIONAL EXECUTIVE DIRECTOR

Appointment Details Brochure

APRIL 2024



OXFAM

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ABOUT OXFAM



Oxfam Humanitarian staff speaking to Abdalla Dullow, a community member displaced by floods in Baraka Village, Garissa County. Photo credit: Peter Irungu/Oxfam

WHO WE ARE

Oxfam began as a non-profit organization in 1942. We are now a global movement of people, working together to fight inequality and end poverty and injustice. We are a confederation (groups united in an alliance) that includes affiliates, or member organizations, each one an independent body contributing to achieve Oxfam's shared goals under the [Global Strategic Framework 2020-30](#). The confederation includes [21 affiliates](#) and two 'prospective affiliates' (organizations on their way to full affiliation.)

As part of our commitment to global balance and to developing Oxfam as a diversified network, we are working to grow the number of Oxfam affiliates in the Global South over the coming years.

As of 31 March 2023, we are present in 81 countries across the world, collaborating and implementing programs with thousands of partners and allies. And together we campaign for genuine, long-lasting change.

WHAT WE DO

Everyone has the right to a just and sustainable world in which they can thrive.

But billions are still trapped in poverty and injustice. Today's economic models have failed the world. Unjust systems have concentrated power in the hands of a few, at the expense of the world's poorest and most marginalized. Extractive economies have exacerbated a climate crisis that is destroying millions of lives and livelihoods. Entrenched systems such as patriarchy, sexism, caste, and racism sustain the multiple and inter-linked forms of inequality that are the root cause of poverty and injustice. Those who live on the margins of society are the ones who suffer most as a result.

At Oxfam we respond to emergencies and advocate for people in crisis, partnering with local organizations to deliver essentials and help rebuild communities. We work with activists and partners to fight poverty and injustice. We campaign for economic, gender, climate justice and accountable governance, striving for sustainable growth and transformation. **We fight for a future that is equal, just and fair** – one in which people have more equal opportunities and rights, and one in which we can all flourish, not just survive.

We work in accordance with constitutional aims to relieve poverty and suffering and combat distress in any part of the world regardless of race, gender, creed or political beliefs. We protect lives and livelihoods when disaster strikes. **We tackle not just the symptoms but the systems of inequality.**

HOW WE WORK

We believe in the power of people. Millions are already mobilizing. Even where they live

in need, crisis or poverty, people have the courage to hold those in power to account for their actions. They are the changemakers who will win the fight against inequality. They are the ones who will beat poverty and injustice. We will offer them support to help relieve their suffering, and act together to transform lives and create change that lasts.

We believe all lives are equal. No-one should be discriminated against or live in poverty. We will empower communities to build better lives for themselves and continue direct assistance and relief to people in need, above all in countries in the South, so they can live with dignity.

But for change to be sustainable, it must be systemic. We know that the inequalities that drive poverty and injustice are complex and interwoven. To transform the systems that perpetuate them, we will adopt a multi-dimensional approach and apply a feminist lens to all our analysis and action.

Our full [strategic framework](#) sets out our commitment, over the next decade, to a just and sustainable future – knowing that how we work is as important as what we work on.

SAFEGUARDING

At Oxfam we are committed to the prevention of all forms of abuse and responding to all safeguarding concerns or allegations that come to our attention.

To support this, we have established a [confederation-wide Safeguarding Network](#).

Under the strategic direction of Oxfam International, this network leads on the development of confederation wide safeguarding policies, procedures, tools, standards and training materials, and coordinates, aligns and ensures the consistent delivery of Oxfam's safeguarding commitments across our global operations.

In 2022–23 we continued to strengthen and consolidate prevention and enhancement of

safeguarding policies, procedures and systems. A primary focus was capacity-building for our 'safeguarding focal points' in Oxfam affiliates; these staff help us strive for safeguarding best practice, and act as a first point of contact for people to raise concerns.

In 2022 we delivered face-to-face regional workshops for the focal points and rolled out an online training package. We also made a safeguarding course available for administrative and facilities staff, volunteers and partners. Regional 'communities of practice' groups enable staff to share insights and experiences.

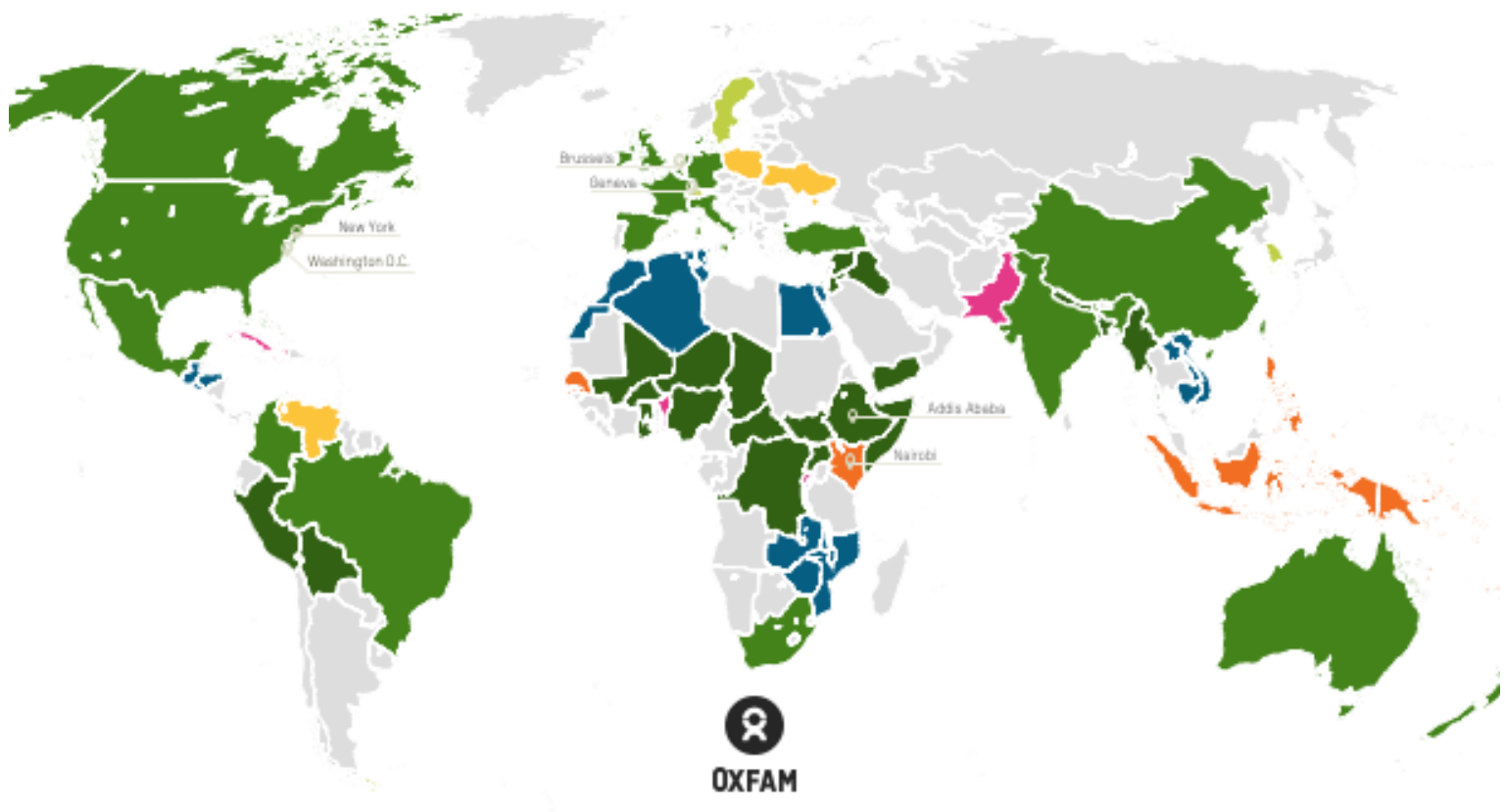


Members of a women's group celebrate the success of their garlic project. Oxfam and partner NEEDS provided technical assistance for the project and supported the women's group with trainings. The women have led efforts to reduce disaster risks and bring essential services to their community. Photo credit: ©Elizabeth Stevens/Oxfam

WHERE OXFAM WORKS

- COUNTRY PROGRAM
- CLUSTER PROGRAM
- LEGACY PROGRAM
- AFFILIATION COUNTRY

- AFFILIATE
- EMERGENCY RESPONSE
- PUBLIC ENGAGEMENT OFFICE
- OXFAM INTERNATIONAL HEAD OFFICE AND ADVOCACY OFFICE



Diversified network overview where Oxfam works, Photo credit: Oxfam International

Teso Katelo, one of the program participants of the water infrastructure and cash assistance in Marsabit walks home after buying some supplies from the shop with Oxfam's cash assistance.

"I cannot remember the last time I actually had to walk a long distance in search of water. We would walk for almost 14 kms both ways and now it is as easy as sending our children to fetch water before they leave for school. The fact that our children do not have to spend a whole day away doing chores is a good thing" Teso Katelo.

Photo credit: Mark Wahwai/Oxfam



OUR GOVERNANCE



Linga Mihowa (Oxfam Malawi Country Director) at cash distribution event following Cyclone Freddy in Phalombe southern Malawi on Friday 24 March 2023. Photo credit: Thoko Chikondi / Oxfam

Oxfam’s global governance structure consists of an international Board and a multi-stakeholder Assembly, with ‘Affiliate Business Meetings’ convened as required. This architecture has emerged from an extensive reform process initiated in 2017 to reflect our continued commitment to strengthening global balance, and to bring diversity of voice and feminist leadership to our governing bodies. It was driven by the desire to strengthen accountability and transparency and to become a more relevant, resilient and impactful organization into the future.

The OI Board – comprised of 9 members, 4 of whom have no other concurrent formal

affiliation with Oxfam – exercises oversight, provides foresight and generates insight for Oxfam’s global governance arrangement to be trusted and legitimate. It oversees strategy, global risk and the Oxfam International Secretariat; prepares policies with global application; recommends admission, suspension or expulsion of Affiliates; and decides on the use of agreed Affiliate contributions. To enable the delivery of its mandate, the Board has set up 3 Committees: Strategy Implementation and Oversight; Finance, Risk and Audit; and Governance and Nominations.

Other components of Oxfam’s global governance architecture are the OI Assembly (comprised

of Affiliate Delegates and external Stakeholder Representatives, each holding a vote and with a mandate that revolves around global strategy; the profile and membership of the OI Board; and OI general principles and frameworks) and Affiliate Business Meetings (that are convened as needed where decisions are required with regards to constitutional amendments; affiliation; protection of the OI brand; and Affiliate contributions to the global organization).

For more information about Oxfam’s governance please refer to our latest Trustees report [here](#).

ABOUT OXFAM INTERNATIONAL SECRETARIAT

The Oxfam International Secretariat (OIS), formed in 1995, agrees on priorities and shared aims, and supports collaboration in the confederation to maximize efficiency, impact, and global reach.

The Secretariat manages Oxfam's global influencing and campaigning agenda, along with country, cluster and regional development programs, supported by our country and cluster offices. OIS also manages the Global Humanitarian Team (GHT), which provides and develops technical support across the confederation and works in partnership with local civil society organizations on humanitarian responses to emergencies worldwide.

The Secretariat is headquartered in Nairobi, where it is registered under a Host Country Agreement with the Government of Kenya. It is also registered as a foundation (stichting) in the Netherlands and as an overseas company limited by guarantee in the United Kingdom.

The Secretariat has offices in strategic locations around the world that work to influence decision-makers to ensure their policies have a far-reaching, positive impact on those most in need. The OIS is led by the Oxfam International Executive Director and their Executive Leadership Team, and is organized in four departments:

- **Operations** – Finance, Risk, Human Resources, Safeguarding, IT, Business Support
- **Global Programs** – Countries and Regions (including Pan Africa Program), Global Humanitarian Team, Knowledge for Impact, Programs Change & Learning,

Institutional Fundraising, Global Security

- **Advocacy, Campaigns and Engagement** – Advocacy and Campaigns, Brand and Communications, Digital Strategy, Public Fundraising, Executive Strategy & Communications, Private Sector Engagement.
- **Strategy and Feminist Futures** – Strategy, Governance, Confederation Development and Gender Justice

The **OI Executive Directors Forum [EDF]** offers strategic, operational and ethical feminist leadership to the global organization to help it collectively deliver impact as One Oxfam. The EDF is convened and chaired by the OI Executive Director and composed of the Executive Directors of all Oxfam Affiliates and the OI Executive Leadership Team. The Forum:

- Ensures collective ownership, coherence and effectiveness in the implementation of Oxfam's Global Strategic Framework and associated strategies, policies and programs;
- Generates the management information required by the global governance bodies to effectively exercise their mandates; and
- Offers a space for peer learning, exchange and mutual accountability.

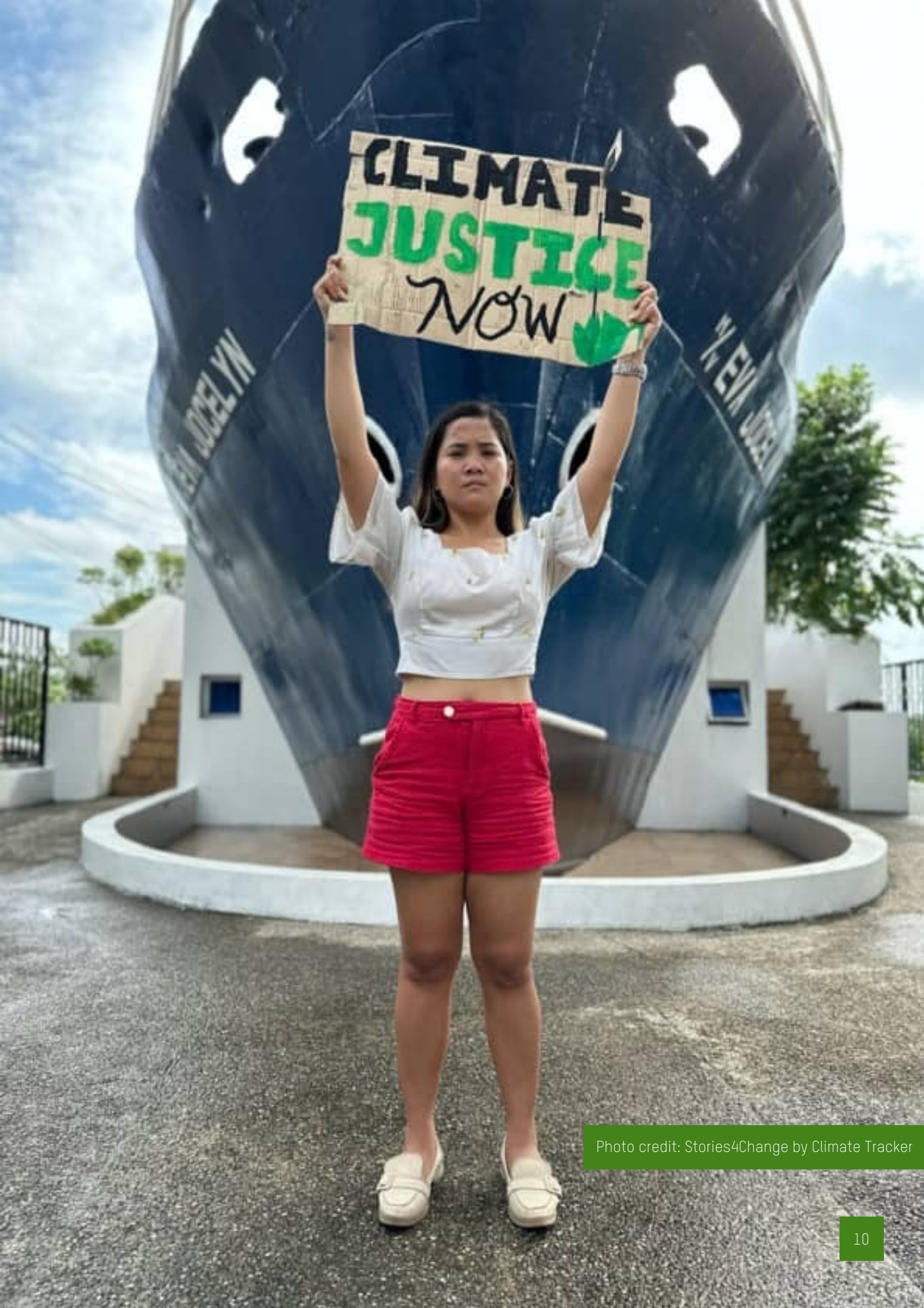


Photo credit: Stories4Change by Climate Tracker

ROLE DESCRIPTION



Tahera (left), Hamida (center), and Samina Begum at the food bank. Oxfam partner SKS supports food banks and other disaster risk reduction projects in Gaibandha, Bangladesh. Photo credit: ©Elizabeth Stevens/Oxfam

Oxfam International (OI) is seeking to recruit an inspirational strategic leader as Executive Director to lead Oxfam's transformative agenda.

JOB PURPOSE

The Oxfam International Secretariat leads, facilitates and supports collaboration between Oxfam's affiliates to increase their impact on poverty and injustice. It works to provide advocacy, campaigns, development programs and to respond swiftly to emergencies around the world. It also provides line-management for regional teams and country program operations.

The Executive Director has a mandate to:

- Lead and effectively manage the Secretariat ensuring oversight of OIS systems (people, process and technology) and embed operational excellence.
- Drive the vision of a confederation of equals, leading complex organizational processes and ensuring accountability and risk management and alignment with Oxfam's shared values
- Represent Oxfam at all levels internally & externally - inspiring not only Oxfam staff but also people around the world to believe in Oxfam's values and join an invigorated movement to bring progressive change
- Inspire Oxfam staff to unite around a shared vision of a decolonized feminist sustainable organization and world and achievement of Oxfam's strategic objectives while demonstrating duty of care.
- The oversight of the Oxfam Global Strategic Framework enabling congruence and alignment across the Confederation.

KEY RESPONSIBILITIES

Confederation of Equals and Operating Model

- Provide strategic leadership for global balance and coherence within an expanded and diverse Oxfam Confederation.
- Continue to lead the transformation of the confederation in terms of decolonization, global balance agenda, distribution of resources and power.
- Work collaboratively through affiliates, regional platforms and country programmes, to ensure a coherent Oxfam identity that is aligned with shared values and commitments.
- Provide clarity on the mandate of OI in the context of the new global governance stakeholders and support the implementation and strengthening of the ongoing reform.
- Advise the OI Board and other stakeholders on required improvements to the business and operating model to ensure realization of collective strategic aims.
- Strengthen capacity and facilitate decisions in support of the delivery of improvements to the operating model including but not limited to:
 - Collective resourcing for global investment and resource allocation.
 - Leadership of Transforming Business Support in collaboration with stakeholders and harmonization of operational processes for countries & regions.
 - Affiliation in support of moving to a diversified network of equals.

OIS: Strategy and programs:

- Work with the Board, affiliates and leadership teams to develop, implement and monitor the Strategic Framework and Operational Plans.
- Maintain focus on delivery of the international strategy, through global balance, feminist leadership and a human rights-based approach.
- Ensure the promotion and protection of the integrity of the Oxfam brand.
- Build internal capacity for enabling social movements at local, regional, national and global levels.
- Work with the affiliates and regional and country programmes to strengthen core capacity.
- Champion the needs of countries and regions, ensuring they have a credible voice within the confederation.
- Lead rights-based advocacy campaigns, development and humanitarian work, to agreed standards.

Confederation: External representation:

- Play a leading role in representing Oxfam externally at the global level and working collaboratively with other leaders across the confederation to amplify Oxfam's voice.
- Communicate & articulate convincingly Oxfam's position on all matters

Confederation: Organizational Culture and People management:

- Foster an inspirational, inclusive culture that promotes feminist leadership including open communication and exchange across the confederation.
- Support the recruitment of senior leaders across the Confederation, in line with Oxfam's governance mandates.
- Support the wellbeing of all staff through people-centred HR policies and practices
- Champion and model Oxfam's Feminist leadership principles, modelling all of Oxfam's values but especially Courage and Accountability

Management of OI Secretariat

- Ensure delivery of Oxfam International's mandate in full agreed financial parameters, strengthening controls and ensuring accountability to the OI Board.
- Lead the secretariat team to deliver the Oxfam remit, allocate resources and strengthen risk management and safeguarding systems
- Lead & motivate OIS and ensure it is fit for purpose and resourced as well as possible to deliver its mandate.



Oxfam Staff members of KEDV discussing matters to efficiently coordinate the emergency support in the camp. Photo credit: Delizia Flaccavento/Oxfam

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL:

Demonstrated ability to role model Oxfam Leadership practices required for this role as follows

- **Self-Awareness**
- **Strategic Thinking**
- **Influencing**
- **Relationship Building**

Strong alignment with Oxfam's values, feminist principles and passion for Oxfam's mission

In addition:

- Extensive experience of working at senior leadership level- ideally leading an organization- with the INGO sector - preferably in the global south
- Ability to work effectively in a culturally diverse environment, fostering inclusivity, and feminist leadership
- Deep understanding and demonstrated experience of power sharing and distributed leadership (in line with Feminist principles)
- Politically astute - possessing a global/worldview or perspective on issues - understanding diversity, geopolitical dynamics, markets, and a good appreciation of strategies that Oxfam can take to position itself along with the ability to represent Oxfam externally in public fora and amongst a wide range of stakeholders
- Experience of building and managing strategic partnerships with governments, NGOs and other key stakeholder groups
- Ability to navigate and lead through

complex, and dynamic situations with resilience.

- Track record of building organizational capacity and fostering talent development, particularly with executive and senior level teams.
- Ability to foster innovative and creative approaches to address global challenges.
- Proven strength at navigating ambiguity, negotiation and building consensus for effective decision making.
- Deep understanding of governance and accountability within a large global organization - including a confederation setting.
- Strong people, financial management, governance and risk management skills.
- Ambition to address the inequities of the past, by driving and enabling decolonized ways of working.
- Experience in change management – leading organizational transformational processes

DESIRABLE

- Languages
- Internationally recognized qualification in International Development or similar

FEMINIST LEADERSHIP & VALUES

More importantly, every individual at Oxfam International Secretariat needs to be able to:-

- Live our values of: **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY AND EQUALITY;**
- 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 behavior 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.



Hodan Mohamad Warsame, Public Health/Civil Engineer with Oxfam Somalia. Of Somali nationality, she works at the Burao base on water and sanitation projects. Photo credit: Pablo Tosco/Oxfam Intermón.

APPOINTMENT DETAILS



Participants of the Tax Justice School in San Salvador. Photo credit: José Carlos Rivera/Oxfam.

TERMS AND CONDITIONS

JOB TITLE: Executive Director

LOCATION: Nairobi, Kenya or location in the Global South where Oxfam is registered

CONTRACT TYPE: Four-year fixed term contract.

SALARY AND BENEFITS: Commensurate with the seniority of the post and subject to location

ROLE REPORTS TO: Oxfam International Board Chair

ROLES REPORTING TO THE POST: Executive Leadership Team (4 positions), Executive Assistant

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

COMMITMENT TO DIVERSITY AND INCLUSION

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

HOW TO APPLY

Oxfam International is being supported by Red Sea Executive Search on this appointment.

To apply, please submit a CV and covering letter detailing how you fulfil the role description and personal specification via Red Sea's website at the following link:

www.redseasearch.com/job/executive-director-oied/

Please name your submitted files with the following reference: OI_ED

Should you wish to have an informal conversation prior to submitting an application please email Tim Wingrove via oied@redseasearch.com

Our ambition to further develop the Oxfam confederation as a diverse network of inter-dependent organizations is grounded in our commitment to global balance and diversity of experience and perspective. Candidates from across the globe are encouraged to apply.

RECRUITMENT TIMELINE

CLOSING DATE: 12th May 2024

OXFAM INTERVIEWS: 6th and 7th June 2024

OXFAM'S COMMITMENT TO SAFEGUARDING

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.

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.

DATA PROTECTION: Red Sea takes our responsibility towards protecting your personal data very seriously. The data you provide is processed in line with relevant data protection legislation. For the purposes of this recruitment, and as defined under the General Data Protection Regulation (GDPR), Red Sea is defined as the Data Controller.

ACCESSIBILITY: Should you require access to information regarding the role and the recruitment process in a different format please email oied@redseasearch.com

Sone was a former middle person buying fish from fisher people in her village and selling to external buyers. Since the dam construction, she has turned to duck raising with the help of Oxfam local partner, CLICK. Photo credit: Patrick Moran/Oxfam



CONNECT


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ABOUT RED SEA EXECUTIVE SEARCH

We are an international, executive search consultancy, seeking extraordinary leaders to transform our world. We recruit leadership into the world's foundations, trusts, and charitable organizations, and especially for INGOs in International Development, Disaster Relief and Humanitarian Aid in the Global South.

Our vision is to empower a new generation of global leadership to create a just, diverse, and unified society. In a world with increasing global challenges, the need for leaders and visionaries to shape our world is greater than ever. Extraordinary people are needed to deliver this and discovering them is the heart of Red Sea Executive Search; we find people who bring leadership excellence to organizations, and in doing so hope to help both change the global landscape and protect future civil society and global citizenship.