

OXFAM KENYA EXECUTIVE DIRECTOR

JOB DETAILS	
LOCATION: Nairobi. Must be eligible to live and work in Kenya	CONTRACT TYPE: 4-year fixed contract
INTERNAL JOB GRADE: A	Executive Directorate
SALARY: TBD	To be discussed with preferred candidates
FLEXIBLE WORKING <i>We believe flexible working is key to building the Organisation of the future, so we're open to discussing the type of flexible arrangements that might work for you.</i>	
COMMITMENT TO DIVERSITY AND INCLUSION We are committed to ensuring diversity and gender equality within our organization. We encourage all qualified applicants to apply.	
ORGANISATION: Oxfam is a worldwide development organization that mobilizes the power of people against poverty. Oxfam is a confederation of 21 organisations ('affiliates') working together with partners and local communities in over 90 countries. Oxfam has responded to the Confederation's need to be more globally balanced and relevant in the new world economic order. Following this ambition, Oxfam will be operating in Kenya as an autonomous Oxfam. The affiliation of Kenya program is expected to promote social change in Kenya and bring the voice of Kenya to the wider confederation as well as amplify the East African and Pan African voices. This change process will sustain and continue the work that Oxfam has done in Kenya to a transformed Kenyan Society that challenges poverty and inequality and enables citizens to claim their rights. Becoming a local non-governmental organization (NGO), will strengthen the impact that Oxfam is already generating, adding autonomy to raise local funds, and streamline business operations so that more resources are dedicated to programming and community support.	
ORGANIZATION'S PURPOSE: A transformed Kenyan Society that challenges poverty and inequality to claim their rights. Oxfam Kenya will work to foster systemic change and strengthen systems across areas we work in with more localized leadership in the development and humanitarian spaces. This will be realized through a One Oxfam Programme approach through the implementation of four key programmatic focus areas which have specific goals that will contribute to the vision. These are: - <ol style="list-style-type: none">Governance and Accountability: Civil society maximizes civil society space and ensures more equitable raising and spending of financial resources at county and national level.Natural Resources: Poor and marginalized communities get a fair share of natural resources and their benefits.Gender Justice and Women's Rights: Women gain power over their lives to participate in, and contribute to, public life.Humanitarian Systems Strengthening: The severity of future humanitarian crises in Kenya is reduced.	
JOB PURPOSE:	

Oxfam is looking for an experienced Executive Director who will lead in the set-up of Oxfam Kenya to become an independent Affiliate within the Oxfam Confederation and will provide leadership in the establishment of Oxfam Kenya as a regional Affiliate within the global Oxfam confederation and drive the implementation of the Kenya Strategy. The Director will work with the Board, senior leadership to provide leadership, vision and strategic direction in the implementation and delivery of the programmatic strategy, through influencing and campaigning, in accordance with Oxfam’s mission and values and in alignment with regional and global objectives. She/He will also contribute to the leadership of the Oxfam Confederation, together with the Executive Directors of the other affiliates and the Executive Director of Oxfam International.

ROLE REPORTS TO	Oxfam Kenya Board
ROLES REPORTING TO THIS POST	Will line manage the Executive Leadership Team, who oversee the following functional areas: <ul style="list-style-type: none"> • Programmes and Influencing • Institution Building and Operations • People and Culture • Fundraising & Business Development • Security
BUDGET RESPONSIBILITY	Approximately €6m

KEY RESPONSIBILITIES

Governance: Board Relations and Affiliation

- Facilitate the transition of the current Oxfam in Kenya to a fully autonomous entity (**Oxfam Kenya**)
- Report and be accountable to the Chair of the Oxfam Kenya Board for the leadership, delivery, effective management and monitoring OKE Strategy.
- Keep the Board apprised and engaged with key strategic and organizational issues and advise the Board on organisational risks and legal matters.
- Under the guidance of the Board, lead the process towards affiliation within the Oxfam Confederation.
- Support and strengthen OKE governance bodies to ensure efficiency and transparency, including by developing a Fiscal Board.

Strategy and Embedding Organisational Transformation

- Lead the Oxfam Kenya Executive Leadership Team in developing and overseeing OKE strategy and operational plans.
- Oversee the creation and strengthening of organisational policies and systems that build a feminist and rights-based organisation.
- Ensure that the organisation’s management structure, policies and systems are appropriate to meet its needs in its various phases of transition and that they enable staff to carry out their objectives effectively and efficiently.
- Contribute to the overall leadership of Oxfam, initially as a prospective and later as a full Affiliate of the Oxfam Confederation, to ensure that the voice of Kenya is effectively heard and influences the direction of Oxfam in regional and organization-wide activities.
- Be an active member of committees and working groups within the global confederation to define common strategies, plans and operational models for all Affiliates.
- Liaise with the Oxfam International Secretariat to ensure integration from operational strategies to branding and build the organisation’s engagement with all parts of the Confederation to operate as ‘One Oxfam’.
- Work in partnership with other Oxfam Affiliates to collectively manage change and structure new ways of working in the region that contribute to the Oxfam confederation’s global transformation goals.

People, Culture and Performance

- Work with the Change and Transition Manager to staff the OKE structure, where possible ensuring talent retention.
- Line manages the Executive Leadership Team
- Be responsible for role modelling and setting the organisational culture through driving and mainstreaming a feminist and rights-based approach and creating a working environment that values and retain talents.
- Provide leadership of the Oxfam performance management system that upholds the Oxfam Code of Conduct.
- Drive a new organisational culture that aligns with programme objectives and Oxfam feminist principles

Communications and Public Engagement

- Develop Oxfam Kenya’s public profile and build alliances and networks with stakeholders, other nongovernmental organizations, and governments, statutory and private bodies.
- Represent Oxfam within Kenya and globally, working with internal and external audiences to influence and inform decision-makers Kenya and globally, working with internal and external audiences to influence and inform decision-makers at the highest levels and build alliances and networks with leaders in Oxfam and externally.

Programmes, Partnerships and Learning

- Oversee the Programs & Influencing Director in their role to develop and deliver context-specific and locally responsive advocacy and campaigning, public fundraising and communications initiatives in line with the Regional Strategy and be the voice and face of Oxfam’s campaigns in Kenya.
- Ensure the organisation fulfils agreed standards in disaster preparedness, mitigation and management including humanitarian response activities.
- Oversee effective management, monitoring evaluation and learning from programs, while ensuring the organisation builds and develop the Partnerships needed for evidential learning.

Operations, Finance, HR, Logistics, Legal, Security and Administration

- Ensure that the entity operationalises and enables new ways of working to support organisational change and a behavioural shift towards a multi-stakeholder-focused delivery model.
- Assume overall responsibility for the financial health of the organisation and ensure that appropriate financial and auditing systems are in place.
- Oversee the development of appropriate strategies to seek out and maintain appropriate funding sources for the organisation’s activities in the Region, acting (together with Oxfam’s business development team) as a promotor and fundraiser for Oxfam’s programs in the region and developing and leading an ambitious and diversified income generating strategy and plan.
- Ensure that organisational risks, especially those that could threaten the organizations reputation, operational viability and security, are identified/ anticipated, monitored and managed, with systems in place to effectively mitigate them, and manage security in line with Oxfam Policy.
- Ensure that the meets all its legal and regulatory obligations.
- Oversee the refinement of shared services for the region to offices and partners within Kenya.

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

- A Master's degree in social science, development or related discipline,
- At least 10 years' experience as a senior leader and or executive director in a national or international non-government organizations managing and motivating multi-disciplinary, multicultural, geographically remote teams
- A commitment to Oxfam's core values, mission and objectives
- A commitment to a rights-based approach including an active commitment to putting women's rights as well as the rights of other marginalised people and minorities at the heart of all Oxfam's work;
- A successful record in building and developing organisations, both to achieve social change and to be financially successful.
- A thorough understanding of the issues and structural causes of socioeconomic injustice in Kenya
- Ability to drive the organisation as a Convenor, Broker and Facilitator approach with decision makers in government, regional organisations, INGOs, the Private Sector, media and with pivotal figures in society.
- Ability to mitigate and control financial risks, including managing donor funding and relationships across a large number of countries and programs
- Ability to travel away from home, in country or abroad for several weeks per annum;

Desirable

- Significant experience of leading and managing complex change processes and relationships, involving a wide range of both internal and external multi-cultural stakeholders, across a variety of disciplines and geographical areas.
- Experience of managing security, risk and legal compliance, preferably within an INGO or regional organisation context, including the ability to anticipate risks that could threaten an organisation's reputation, operational viability and/ or security.
- Ability to take calculated risks based on evidence-based assumptions, and proven success in making sound judgements in uncertain and pressurised situations, including experience of crisis management leadership.

SAFER RECRUITMENT: 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 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.