

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 Director
SALARY AND BENEFITS	National terms and conditions, commensurate with the seniority of the position
FLEXIBLE WORKING <i>We believe flexible working is key to building the Organization 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: <p>Oxfam Kenya is an independent prospective Affiliate of Oxfam International. The birth of Oxfam Kenya is a response to Oxfam International's decision to evolve and build the confederation as a globally balanced and diversified affiliate network. As an autonomous member of the confederation, Oxfam Kenya's affiliation is expected to promote social change in Kenya, bring Kenya's voice to the wider confederation, and amplify the East African and Pan African voices.</p> <p>Oxfam is a worldwide development organization that mobilizes people's power against poverty. It is a confederation of 22 organizations ('affiliates') working together with partners and local communities in over 79 countries.</p>	
ORGANISATION'S PURPOSE: <p>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 localised leadership in the development and humanitarian spaces. This will be realised through a One Oxfam Programme approach by implementing four key programmatic focus areas with specific goals that will contribute to the vision. These are: -</p> <ol style="list-style-type: none"> 1. Governance and Accountability: Civil society maximizes civil society space and ensures more equitable raising and spending of financial resources at the county and national levels. 2. Natural Resources: Poor and marginalized communities get a fair share of natural resources and their benefits. 3. Gender Justice and Women's Rights: Women gain power over their lives to participate in, and contribute to, public life. 4. 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 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 locally rooted- national organisation, affiliated to Oxfam International and driving the implementation of the Oxfam Kenya Strategy. The Director will work with the Board and 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 common and agreed-upon global objectives. She/He will also contribute to the leadership of the Oxfam Confederation, together with the Executive Directors of the other affiliates, Oxfam International Executive Director and other relevant coordination structures.

ROLE REPORTS TO

Oxfam Kenya Board

ROLES REPORTING TO THIS POST

Will line manage the Executive Leadership Team, who oversee the following functional areas:

- Programs and Influencing
- Institution Building and Operations
- People and Culture
- Fundraising & Business Development
- Strategy and Engagement
- Security

BUDGET RESPONSIBILITY

Approximately €6m

KEY RESPONSIBILITIES**1. Governance: Board Relations and Affiliation**

- Facilitate the transition of the current Oxfam in Kenya to a fully autonomous entity (**Oxfam Kenya**)
- Report to and be accountable to the Chair of the Oxfam Kenya Board for the leadership, delivery, effective management, and monitoring of the OKE Strategy.
- Keep the Board apprised and engaged with key strategic and organizational issues and advise the Board on organizational 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 by developing a Fiscal Board.

2. Strategy and Embedding Organizational Transformation

- Lead the Oxfam Kenya Executive Leadership Team in developing and overseeing OKE strategy and operational plans.
- Oversee the creation and strengthening of organizational policies and systems that build a feminist and rights-based organization.
- Ensure that the organization'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 Oxfam's overall leadership, initially as a prospective and later as a full Affiliate of

the Oxfam Confederation, to ensure that Kenya's voice is effectively heard and influences Oxfam's direction in Kenya 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 organization'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 Kenya that contribute to the Oxfam confederation's global transformation goals.

3. 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
- Responsible for role-modeling and setting the organizational culture by driving and mainstreaming a feminist and rights-based approach and creating a working environment that values and retains talents.
- Provide leadership of the Oxfam performance management system that upholds the Oxfam Code of Conduct.
- Drive a new organizational culture that aligns with program objectives and Oxfam feminist principles
- Develop and implement strategies to effectively manage multiple generational employees and work with Oxfam Affiliates to foster an inclusive, adaptive, and technology-driven work environment that aligns with Oxfam values, work preferences, and career aspirations

4. 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.
 - Lead strategic stakeholder engagement and management, fostering strong partnerships with key actors across government, civil society, private sector, and international organizations to enhance collaboration, resource mobilization, and policy influence.

5. Programs, Partnerships and Learning

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

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

- Ensure Oxfam Kenya operationalises and enables new working methods to support organizational change and a behavioral shift towards a multi-stakeholder-focused delivery model.
- Assume overall responsibility for the financial health of the organization and ensure that appropriate financial and auditing systems are in place.
- Drive financial innovation initiatives, exploring and implementing new funding models, partnerships, and revenue-generating strategies to diversify and sustain Oxfam Kenya's financial resources.
- Oversee the development of appropriate strategies to seek out and maintain appropriate funding sources for the organization's activities. Act (together with Oxfam's business development team) as a promotor and fundraiser for Oxfam's programs in Kenya and develop and lead an ambitious and diversified income-generating strategy and plan.
- Ensure that organizational risks, especially those that could threaten the organization's 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 development and refinement of shared business services for Oxfam 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.,
- Proven experience as a senior leader and/or executive director within a national or international non-governmental organization managing and motivating multi-disciplinary, multicultural, geographically remote teams and reporting to the Board of Directors.
- 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 organizations, 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, national and regional organisations, International Non-Governmental Organizations (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 national organisation context, including the ability to anticipate risks that could threaten an organization'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 pressurized 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.