

# HUMANITARIAN DIRECTOR

JOB DETAILS	
<p><b>LOCATION:</b> OIS office locations, Nairobi preferred. Other Oxfam office locations considered subject to being able to establish a contract of employment with hosting Oxfam affiliate</p>	<p><b>CONTRACT TYPE:</b> 4 years fixed-term contract</p>
<p><b>INTERNAL JOB GRADE:</b> A</p>	<p><b>DEPARTMENT and TEAM</b> Global Programs Department, Global Humanitarian team</p>
<p><b>SALARY:</b> in line with Oxfam Values and subject to Location</p>	<p><b>HOURS (FTE)-</b> Full Time</p>
<p><b>FLEXIBLE WORKING</b> <i>'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.'</i></p>	
<p><b>COMMITMENT TO DIVERSITY AND INCLUSION</b> We are committed to ensuring diversity and gender equality within our organization.</p>	
<p><b>DEPARTMENT PURPOSE:</b> The strategic purpose of the Global Programs department is to • Lead on Oxfam’s programming worldwide, ensuring One Program and nexus approach, influencing and humanitarian capacity in Countries and Regions • Network our evidence and knowledge for impact • Ensure institutional funding strategy and coordination • Support countries and regions in programme quality, safe programming, change management, security, and crisis management • Facilitate coordination and planning between the different actors in the diversified network to ensure maximum income, influence, and impact of Oxfam’s programs • Lead on 2030 model and presence transitions in countries and regions • Line manage Oxfam’s countries and regions</p>	
<p><b>TEAM PURPOSE:</b> The GHT has designated responsibilities to support, coordinate and lead humanitarian response and policies to reduce the impact of, prepare for and respond to crises, harnessing the resources of the whole Oxfam confederation to deliver support for Oxfam’s strategic plan.  The GHT works across Oxfam countries and regions and in close coordination with others working on fragility, development and influencing to ensure Oxfam delivers quality work across the nexus. GHT will work with others to maximise the quality and impact of Oxfam’s humanitarian programme by</p> <ul style="list-style-type: none"> <li>• Delivering rapid, safe and high-quality emergency surge capacity.</li> <li>• Supporting programme strategy, operational design, humanitarian preparedness and response. As necessary, collaborate on our approach to fragility and across the nexus</li> <li>• Facilitate the development of humanitarian capacity across Oxfam and partner organizations through building and brokering a cross confederation network and community</li> <li>• Supporting the gathering of evidence to enable learning, innovation and advocating for change across the sector.</li> </ul>	

- Working with Campaigns and Policy to influence for greater respect of the basic rights of crisis affected men and women, and communities.
- Working closely with affiliates in their various roles for the best interests of the humanitarian programme.
- Ensure connection with global and technical humanitarian system and coordination structures to share good practice, be informed of new developments, maintain Oxfam's reputation and influence the system.

**JOB PURPOSE:**

Contribute to Oxfam's global objectives by providing vision, strategic direction and operational oversight to all of Oxfam's humanitarian work. This includes the commitment to greater local humanitarian leadership, safe programming, PSEA, strong community engagement & accountability, and implementing a feminist humanitarian approach.

Work collaboratively with others to develop programmes that address the humanitarian-development nexus.

As Oxfam's most senior humanitarian, represent Oxfam to the global humanitarian sector.

<b>ROLE REPORTS TO</b>	OI Programme Director,
<b>ROLES REPORTING TO THIS POST</b>	Director of Humanitarian Programmes, Business Support Manager, New Business Development Manager, Personal Assistant,  Managing approximately 160 staff in the Global Humanitarian Team (GHT)
<b>BUDGET RESPONSIBILITY</b>	Circa Eur 11.5M  And Indirect oversight for Global Humanitarian team budget

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

***Technical***

- Lead and support high-quality humanitarian responses, deploying staff and working with other senior managers to ensure appropriate quality and scale of programme in line with Oxfam's role as a leading humanitarian actor to agreed international and national standards.
- Ensure accountability to Oxfam's programme participants and partners for our behaviours and performance, promoting a culture in line with Oxfam's values and addressing any failings.
- Oversight of Oxfam's implementation of corporate commitments including, but not limited to:
  - maintenance of certification against the Core Humanitarian Standard,
  - SPHERE,
  - Grand Bargain,
  - Charter for Change,
  - Call to Action on Protection from Gender-Based Violence in Emergencies
  - Humanitarian Disability Charter,
  - pledges made at the World Humanitarian Summit and future international conferences.
- Accountable for incorporating gender and diversity issues consistently across the humanitarian programme, meeting Oxfam's Minimum Standards on Gender in Emergencies: including, gender analysis, gender equality, promotion and protection of human rights, empowerment of women and girls, and gender balance of staff.
- Provide leadership and advise the Global Programmes Director, Management Team and Executive Leadership Team on performance, risk, strategy, funding, architecture, systems and processes to enable an effective humanitarian capacity.
- Network and coordinate within the Confederation to garner the support of affiliates to invest in and support humanitarian work programmatically, and in their domestic markets.

- Ensure and support the development of regional and country humanitarian capacity and appropriate strategies, with a particular focus on local humanitarian actors, as well as
- working with and supporting Africa and MENA regions in the work on Rights Resilience and Response in fragile contexts including developing the appropriate strategies and capacities to lead in this area of work.
- Ensure Oxfam continues to innovate in humanitarian practice, including in terms of the nexus approach, using evidence to develop new solutions and approaches to technical, process and coordination problems.

### **Analysis and Problem Solving**

- Responsible for horizon planning, anticipating upcoming emergencies, analysing trends in humanitarian crises and the humanitarian sector to propose solutions.
- Responsible for anticipating and managing risks that could threaten the organization's reputation, operational viability and security.
- Scan the environment, anticipate changes, be comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
- Improve Knowledge management to build on Oxfam's tremendous experience, learning and contribution to the humanitarian sector globally.

### **Impact**

- Oversight and analysis of the Oxfam confederation's total humanitarian programme and supporting structures. Work closely with Public Engagement, Fundraising, media and other colleagues to ensure the effective working and resourcing of all aspects of Oxfam's humanitarian programme.
- Ensure excellent working relationships across OI and the Confederation network and with countries and regions including in support of the effective categorisation of humanitarian responses. Manage and influence significant external relationships, enabling Oxfam to take a lead role in the humanitarian sector, and be a credible voice and actor within the decolonisation of humanitarian aid debates.

### **Leadership and Management**

- Lead and manage the Global Humanitarian Team, including staff, budget, assets and funding. Build, lead and inspire a team that can deliver excellent support to regions and deliver high quality, safe, large scale humanitarian programs through a diverse range of partners or directly as appropriate to the context.
- Ensure effective resource planning and full compliance with Oxfam financial management and reporting standards of the Global Humanitarian Team budget, Catastrophe Fund and restricted grants under the OIHDs direct management.
- Foster an appropriate working culture, built on Oxfam's values, to deliver our work in a way that is respectful and cognisant of power imbalances internally, and between Oxfam, our partners and communities we serve.
- Accountable for ensuring an inclusive and diverse team, where all staff feel safe and able to work to their full potential, and who in turn develop respectful relationships with countries, regions and partners.
- Ensure the professional development and talent management of humanitarian staff.
- Ensure compliance with relevant Oxfam policies, including but not limited to finance, HR, security and safeguarding.

## 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
- Humility
- Relationship building
- Systems Thinking
- Enabling

### In addition

#### Humanitarian and Program Knowledge

- Track record and field experience especially in the global South, at a senior level, of managing large scale response strategies in a range of complex humanitarian crises (natural, conflict, slow onset etc.), .. including managing and motivating multidisciplinary, multicultural, geographically dispersed teams. Working knowledge and experience of the humanitarian rights framework, including international humanitarian law (IHL) and protection issues. Good knowledge and experience with gender analysis and partnership relations.

#### Management and Leadership

- Committed to a rights-based approach and active commitment to putting women's rights at the heart of all we do as well as the rights of other marginalized people in all aspects of an organization's work.
- Knowledge and understanding of global justice, decolonisation, social change, women's rights and gender equality and commitment to delivering humanitarian work through feminist principles and in respectful partnerships.

#### Strategic Analysis

- Ability to oversee the development of, and contribute to, high level analysis of factors driving poverty, marginalization and vulnerability, including the ability to ‘think politically’ by understanding motivations, pressures and challenges faced by colleagues, partners and other actors.
- A track record of driving programme quality improvements through evidence-based learning. A focus on outcomes and accountability enabling learning and effectively sharing and managing knowledge.

### **Finance and Funding**

- Competent financial and asset management experience. Experience of managing multiple budgets of over \$5m, mitigating and controlling financial risks.
- Experience of managing donor funding and relationships, across many countries and programs.

### **Risk Management**

- Able to take calculated risks based on evidence-based assumptions, and make sound judgments in uncertain and pressurised situations, including experience of crisis management leadership. Ability to continually access and analyse the external context of the organization enabling the development of realistic strategies to maximize adaptability and agility, encourage future thinking, innovation, new ideas and learning from experience, as well as sound judgment on when to stop as well as start new initiatives.

### **Representation and Communication**

- Excellent written and verbal communication skills, including fluency in English both written and oral, with ability to motivate, influence, and negotiate in a multicultural environment and with a wide range of internal and external stakeholders at all levels, including media and donors.

#### **Travel**

- Ability to travel away from home, 12 - 15 weeks per annum in a normal year, with ability to travel with 48 hours’ notice.

### **Desirable**

- *Ideally able to operate in a second language, particularly French, Spanish or Arabic.*

**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.