

JOB TITLE: OI Country Director	
DIVISION / DEPARTMENT / LOCATION: International Division /HECA/Democratic Republic of the Congo (DRC)/ Kinshasa	JOB FAMILY: Programme
SALARY:	LEVEL: SMS CD Level 1
<p>OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering</p> <p>TEAM PURPOSE: To act with poor people as a force for change in addressing the causes of poverty, suffering and injustice, and alleviating their symptoms</p> <p>JOB PURPOSE: To provide strategic and leadership management of Oxfam’s programmes in DRC and represent effectively Oxfam International in DRC.</p>	
<p>REPORTING LINES: Post holder reports to: Deputy Regional Director, OGB Managing Affiliate for DRC, With Oxfam International (OI) Joint Country Strategy responsibility to the East and Central Africa Programme Governance Group</p> <p>Staff Reporting to this post: All OGB SMT positions with direct report lines to CD.</p> <p>OI Staff Accountable to posts: All affiliate Associate Country Directors All OI designated roles that are agreed to report to the role eg. OI Humanitarian Coordinator</p>	
<p>BACKGROUND Oxfam GB is part of Oxfam International (OI), which is a world-wide confederation of organisations working for change and development. OI’s vision is a just world without poverty. Oxfams work in response to humanitarian need in more than 120 countries. Hundreds of thousands of supporters and volunteers make up our international network of concern, action and solidarity.</p> <p>There are currently 4 Oxfam affiliates engaged in DRC, namely, Oxfam GB, Oxfam Novib, Oxfam Quebec, Oxfam Solidarite. Their work span across various partners across the country, with the main focus on four change goals of Oxfam, The Right to be Heard; Advancing gender justice; Saving lives, now and in the future and Sustainable food .</p> <p>DRC’s programme is considered to be very complex because it not only spans an enormous geographic area, but the country also suffers from chronic insecurity especially in Eastern Congo. Many drivers of poverty in the country relate to very poor governance.</p> <p>In 2009, the Executive Directors of Oxfam affiliates agreed to move to a single management structure for the delivery of Oxfam country programmes globally. The result was to agree a single management affiliate for each country programme, supported by implementing affiliates, toward the delivery of a single OI Joint Country Strategy (OI JCAS). This was finalised and approved by the ECA PGG in mid December 2010 but is due for a review to verify it’s alignment to the new Oxfam international Strategy. The DRC JCAS provides the framework for the work of all four Oxfam affiliates in country. Oxfam GB has been appointed as the managing affiliate and has overall responsibility for ensuring delivery against the JCAS by all affiliates.</p> <p>Though employed by Oxfam GB, the managing affiliate, the proposed OI CD DRC post holder would be working in the interest of all affiliates in ensuring delivery against the commonly agreed OI Joint Country strategy. To that end the post holder will also carry the responsibility of representing the interest of all affiliates in country.</p> <p>The post holder will be expected to possess a good balance of leadership, management and delivery</p>	

competencies. S/he will have to be very skilled in relationship management.

The post holder will also be directly responsible for delivering Oxfam GBs programmes as in the current National Change Strategy, and as would be agreed under the emerging OI JCAS. **Unless otherwise stated, references to Oxfam in this document relates to all Oxfam affiliates operating in DC, being Oxfam GB, Oxfam Novib, Oxfam Quebec and Oxfam Solidarite.**

BUDGET RESPONSIBILITY: Overall accountable for country programme budget. Forecast budget for 2012/13 FY is \$30 million.

DIMENSIONS:

The following responsibilities are not exhaustive.

- Required to develop long term vision and strategic planning to achieve significant impact from a major programme unit.
- Represents its affiliate or Oxfam International corporately and manages and influences significant and high profile external relationships in a specific programme unit.
- Helps shape objectives at the affiliate level (or divisional level in larger affiliates) in a specific programme unit or team/region.
- Provides leadership of specific major program unit including setting and leading the delivery of specified programme unit and/or team objectives.
- Plans and manages human and financial resources and processes related to a specific programme unit and/or area of expertise.
- Manages a broad spectrum of programs or geographies, requiring a variety of competences and skills of the job holder. Management tasks and problems are diverse and complex and involve a significant degree of risk (financial, security, brand).
- Produces, assimilates, analyses and uses programme information from varied and diverse sources to provide in-depth analysis in the specific programme unit or policy area.
- Decision-making is strategic and operational with a high degree of judgement based on specific problem solving experience, drawing on a range of external and internal factors.
- Works autonomously with significant financial, human resource, security and representational responsibility.
- Is the key decision maker/responsible person for a programme unit.
- Directs the formulation, organisation and delivery of high-level lobby, and advocacy and actively participates in lobbying and advocacy. Leads the alignment of programmes with Oxfam International priority campaigns and ensures effective harmonisation of planning and management with Oxfam International.
- Plans and implements fundraising plans and ensures proper reporting and accountability to multilateral

KEY RESPONSIBILITIES:

- Provides strategic leadership for Oxfam's programmes in - country.
- Accountable to the ECA Programme Governance Group for the delivery, effective management and monitoring, evaluation and learning of the programme.
- Chairs the DRC Country Leadership Team
- Liases with and holds the Implementing Affiliate to account for delivery of their part of the joint programme strategy and plan. .
- Takes the lead in representing Oxfam and country programme within DRC, the region and globally. Builds relationships and develops networks.
- Line manages OGB's work in the country – staff, budget, funding and the programme delivered by the OGB. Has responsibility for more than 270 staff.
- Takes responsibility for the successful implementation of the Single Management Structure and the change activities associated with it.
- Works with the Country Leadership Team to ensure that minimum standards are met in the country

– for programme, programme management, HR, finance, security, health and safety etc.

- Co-ordinates with the Country Leadership team, to identify new funding sources and negotiate funding opportunities to support programme implementation.
- Ensures that emergency preparedness and contingency plans are appropriate, effective and reviewed every 6 months.
- Ensures that secured donor contracts and other restricted income are managed effectively and efficiently in line with donor contractual requirements and agreed OI policies and procedures.
- Ensures diversity in programmes and in the workplace
- Communicates appropriately, encourages and develops others, providing feedback and adapting leadership style to bring about successful outcomes
- Builds and strengthens internal culture by displaying self-awareness and appropriate communication skills to set an example for others to follow
- Achieves results through working effectively with others and holding others to account
- Accountable for the management and reporting of financial resources and assets.
- Provide regular, consistently high quality programme and projects reports to PGG and Donors.
- Responsible for the development of country security plans.

COMPETENCIES

- Senior management experience in leading the development, and ensuring the delivery, of programme strategy, either through partners or directly, in one or more challenging locations
- Proven analytical skills and ability to think strategically, including the ability to think beyond the country programme context and to act within a regional and global framework
- Ability to manage the development of, and contribute to, the high level analysis of factors driving poverty, marginalisation and vulnerability in developing country contexts, including the ability to 'think politically' by understanding motivations, pressures and challenges faced by colleagues, partners and other actors
- Experience in leading and motivating multi disciplinary, geographically remote teams; a high degree of self awareness and an understanding of how to drive and support excellent team performance and individual development
- Experience of managing complex change processes and relationships involving a wide range of both internal and external multi-cultural stakeholders across a variety of disciplines, approaches & geographical areas
- Experience in representing an organisation with partners, government agencies, private sector organisations, and donors at senior level: locally, regionally and globally
- An active commitment to promoting gender equity and the interests of marginalised people in all aspects of an organisations work
- High level financial management skills to steer the operational budget
- Experience of fundraising from diverse institutions, both local and international
- Ability to lead a category 2 emergency response
- Understanding of managing security and risk within an INGO context
- Good level of IT literacy and an understanding of how new developments in technology can positively contribute to the aims of an INGO
- Excellent written and verbal communication skills to motivate, influence, and negotiate
- Ability to speak English and French is required
- Results driven and demonstrable ability to set and communicate goals and ensure effective and appropriate decision making and problem solving
- Ability to resolve complex problems and provide clear and effective communication and representation
- Ability to influence & manage multiple and diverse stakeholders
- Ability to lead a diverse team

Humanitarian and Behavioural Competencies

- Strives to achieve results by setting and communicating goals and ensuring effective and appropriate decision making and problem solving. Able to resolve complex problems and provide clear and

effective communication and representation
(‘Outward Behaviours’)

- Analytical Thinking
- Initiative
- Communications

- Achieves results through working effectively with others and holding others to account. Communicates appropriately, encourages and develops others, providing feedback and adapting leadership style to bring about successful outcomes. Able to influence & manage multiple stakeholders (Leadership Behaviours)

- Motivating & Developing Others
- Achieving Results
- Facilitating Change

- Builds and strengthens internal culture by displaying self-awareness and appropriate communication to set an example for others to follow (‘Inward Behaviours’)

- Self Awareness
- Interpersonal Awareness
- Facilitating Change

Humanitarian

Understands operating contexts, key stakeholders and practises affecting current and future humanitarian interventions

- Understands the humanitarian context
- Applying humanitarian standards and principles

Demonstrate humanitarian values and principles and motivate others to achieve results in complex situations independent of one’s role , function or seniority

- Self Awareness
- Motivating and Influencing others
- Critical judgement

Adapt to pressure and change to operate effectively within humanitarian contexts

- Adapting and coping
- Maintaining professionalism

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives which should facilitate the achievements of the key responsibilities in accordance with the Performance Review Process

Date of issue: September 2013