



Project Coordinator

People Protecting their Ecosystems in the Lower Mekong Phase III (PEM III)

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to 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.

Annual Gross Salary	xxx
Supervisor	Mekong Water Governance Manager: tbc
Location	Phnom Penh, Cambodia
Contract Type	Fixed Term to 30 June 2020 with possible extension.
Category	National Category C2
Start Date	ASAP

BACKGROUND:

Context:

Oxfam is an international confederation of 19 organizations networked together in 97 countries. As part of a global movement for change, we are working together to end world poverty and injustice. We work with thousands of partners in countries around the world, and employ staff in a wide variety of posts. We work directly with communities and we seek to influence the powerful to enable the most marginalized to improve their lives and livelihoods and have a say in decisions that affect them.

Working at Oxfam is so much more than just a job. As an Oxfam employee, consultant, or volunteer, you will join a team of dedicated and passionate professionals working to save lives, help people overcome poverty, and fight for social justice.

Program:

Oxfam is working towards an Asia Water Governance Program that aligns the existing Mekong Regional Water Governance Program and S Asia Water Governance Program (TROSA) into the portfolio of projects in the Asia Water Governance Program. PEM is one of the projects in the program. The Natural Resources Cluster program management unit (PMU) is being merged

incrementally and is based in Cambodia. Country level work is managed at country level and the regional PMU manages regional partnerships and maintains an overview to ensure that the respective programs achieve their objectives and are learning from each other. The program contributes to the Oxfam Asia Regional Strategy and Oxfam Country Strategies in the region.

PEM is beginning the third and final phase of a multi-year project (10 years) which contributes to the conservation of aquatic resources and river ecosystems in the Lower Mekong basin by focusing on 20 freshwater communities in the Mekong, Srepok and Sesan (Cambodia, Vietnam and at regional level) with the following objectives:

- 1) By convening targeted communities and conservation organizations, Oxfam will build the capacity of water related communities to manage their fresh- water ecosystems and to participate in conservation. This will lead to communities becoming more resilient in the face of social and environmental impacts of development projects.
- 2) By deepening informal and formal partnerships with local and international organizations (with a proven track record in conservation and natural resource management) to strengthen Community Based Natural Resource Management (CBNRM) in key target areas in the Mekong and the 3S.
- 3) To exit sustainably and strategically from the forest communities supported in PEM I and PEM II.
- 4) By documenting lessons learned from the project start in 2013, creatively and in accessible formats, inform future projects in the Mekong area. This will include evaluations, reports, and studies that Oxfam and partners can share with potential donors to support fundraising efforts.

The work seeks to influence change at the community and civil society level and contribute to policies and practices at the national and transboundary level.

PURPOSE OF POSITION:

The PEM Project Coordinator (PEM PC) will coordinate the effective delivery of the program by working with the different stakeholders and providing overall program oversight to meet the objectives. This includes project implementation, monitoring and evaluation, finance coordination and reporting, networking with partners and other international organisations, representation with the donor and other stakeholders and ensuring PEM' s contribution to conservation, learning & knowledge management.

This is a regional position based in Phnom Penh, Cambodia, with a work scope that covers Cambodia and Vietnam.

CORE RESPONSIBILITIES:

The PEM PC will be responsible to mobilise all the resources needed to deliver the PEM III project and ensure impact. (S)he will work to an annual workplan and in close co-ordination with other team members and projects in the PMU.

Project Specialty

- In collaboration with country teams and in line with Oxfam's partnership principles, provide input, particularly on conservation objectives, on country partner proposals, appraisals, working agreements, capacity assessments, reports and payments to ensure timely delivery of country level objectives.
- Lead the coordination in all aspects of regional project partner grant making and support including administration and compliance issues to ensure timely delivery of regional level objectives.
- Ensure the responsive management of all administrative aspects of partner relationships, ensuring appropriate documentation and records are maintained in an easily accessible and logical way and there is a system to plan various aspects of partner support.
- Provide time limited support to partners who were part of the PEM II project phase to promote learning and sustainability
- Coordinate with other PMU team members to ensure that Oxfam requirements of a shared partner (national and regional) are rationalized, consistent and time efficient
- In consultation with the Affiliate Contract Manager, be responsible for liaising with and writing the donor reports, hosting donor visits and contributing to regional Oxfam International (OI) reporting and learning
- Maintain an overview and analysis of the external context and ensure the project is responsive to any significant change
- Responsible for coordinating good quality communication products and interaction with the media
- Identify opportunities and contribute to regular high-quality documentation of project learning and achievements for a variety of audiences and stakeholders.
- Support partners' own initiatives and be responsible for mobilizing internal Oxfam resources to support partners to fundraise

Programme Quality Leadership

- Develop, monitor, and ensure the implementation of a strategy for documenting the learning from the PEM project that contributes to thought leadership in this domain.
- Contribute to quality assurance on the planning, preparation, and implementation of annual Program Quality Reviews that inform PQ improvement plans, and support program management to establish PQ priorities

- Support program team in ensuring that PQ is embedded in existing program implementation and this meet Oxfam quality standards.

QUALIFICATIONS

Education

A master's degree preferably in social or environmental science, conservation or other relevant fields;

Experience & core competencies

Required

1. At least three years demonstrable experience in developing country natural resource management / development, experience in conservation is a plus
2. Experience working regionally
3. Proven experience in program development & management, particularly partner or network-based programs.
4. Demonstrable understanding of and experience in delivering projects with a strong gender component at all stage of project management.
5. Demonstrable analytical skills on sustainable development issues.
6. Demonstrable experience in conducting or facilitating participatory policy dialogue processes from grassroots to various vertical levels.
7. Ability to lobby, advocate, and negotiate for sustainable outcomes
8. Excellent command of written & spoken English.

Preferred

1. Demonstrable experience working with civil society movements, and governments
2. Demonstrable experience & skills in program management, research & conducting effective monitoring & evaluation of projects.
3. Understanding of &/or experience in advocacy related to human rights, rural development, economic development & the roles of government, donors and the private sector.
4. Team management experience.
5. Knowledge of the Mekong Region, especially the government & political systems.
6. Knowledge of one Mekong region language will be advantage

Core Competencies

1. Proven ability & aptitude to learn quickly;
2. A team leader who works well in a multi-cultural environment, communicates readily & shares learning with colleagues, partners, beneficiaries & officials;
3. Ability & willingness to undertake extensive travel in & outside the region;
4. Ability to produce quality work under pressure.
5. Confidence to work alone but to judge when help is needed or there is an opportunity to share learning.

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work.
- Commitment to Oxfam’s safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Organizational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

Key Behavioral Competencies (based on Oxfam leadership model)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Enabling	We all work to effectively empower and enable others to deliver the

	organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.
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Apply

Interested applicants should submit their application and CV to our recruitment website at <https://career2.successfactors.eu/career?company=OxfamNovibP>

by August 14, 2019 at 5 pm Cambodia time.

Keywords: PEM Project Coordinator

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED