



SUPPORT OFFICER-TROSA TRANSBOUNDARY RIVERS OF SOUTH ASIA (TROSA) PROGRAM

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 Salary and Benefits	
Internal Job Grade	National Category - D1
Contract type	Fixed term-1 Year
Direct Reporting to	Regional Finance and Operations Officer – TROSA
Staff reporting to this post	N/A:
Locations	Based in Cambodia, covering South and South East Asia Basin

Shaping a stronger Oxfam for people living in poverty

Department Purpose

Oxfam is an international confederation of 20 organizations networked together in over 90 countries. As part of a global movement for change, we are working together to end world's poverty and injustice. We work with thousands of civil society partners in countries around the world, and employ staff in a wide variety of posts. We work with communities and the powerful to enable the most marginalized to be 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, you will join a team of dedicated and passionate professionals working to save lives, help people overcome poverty, and fight for social justice.

Team Purpose

The Transboundary Rivers of South Asia (TROSA) is a five year (2017 – 2021) program aimed at reducing poverty of communities in the transboundary river basins of Ganges-Brahmaputra-Megha (GBM) and Salween (Myanmar). The program builds on existing knowledge and program of Oxfam teams, local partners and other regional CSO partners in Bangladesh, India, Myanmar and Nepal. Oxfam and partners envisage that poverty will be reduced for marginalised and vulnerable river basin communities through increased access to and control over water resources and decision making related to water management

Job Purpose

The position will be responsible for administrative and human resources coordination support to the two existing TROSA (PMU). The post holder will liaise with Oxfam in Cambodia Human Resources Officer to ensure the regional PMU Human Resource needs and administration are met. The position will report to the Regional Finance and Operations Officer for TROSA.

Job Responsibilities

He/ She will complete the following tasks:

1. Prepare, in the framework of the project cycle of Oxfam Novib (ON) or requirements of the back donor, documentation, and correspondence (such as approvals, contracts, OPA, letters of transfer, reminders and [standard] letters of rejection), etc. for smooth and effective program implementation.
2. Arrange and monitor the administrative processes of the program; to signal deviations within the different processes and remind the relevant staff members of this;
3. Arrange the processes, registration and filing of the documentation and correspondence of the (core) processes, in line with applicable procedures and with the help of the automation systems to ensure files are audit ready.
4. Support in bookings Air tickets for staff and consultants
5. Support in application for visas for international staff and their family members and other incoming international visitors in the framework of the program
6. Support in preparation for internal and external audits, when applicable
7. Support in the preparation for audit visits from both HQ, the auditors or the donor and/or its related organizations
8. Support in preparation and undertaking of administrative procurement processes (Goods and services) and ensure appropriate filing in line with applicable procedures
9. Support in preparation and undertaking of administrative Recruitment processes and ensure appropriate filing in line with applicable procedures
10. Prepare all relevant project meetings. If needed, record action points and/or write the minutes, and monitor their follow-up;
11. Provide secretarial, administrative, and organizational support for the Project Manager specifically and the project team in general.
12. Support in the organization of trainings, workshops, visits, and events and ensure appropriate filing of corresponding documentation;
13. Maintain TROSA project Fixed Assets Register
14. Hand out petty cash after receiving the correct and signed forms; register and file in line with applicable procedures the amount of petty cash that is paid out. Signal in a timely fashion to the Project Manager if petty cash register is low.

Other

- Eager and required to adhere to Oxfam's principles and values ([click here](#)) as well as the promotion of gender justice and women's rights ([click here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Contacts

Internal:

- Specifically, with the Project Manager and Regional Finance and Operation Officer-TROSA in relation to project delivery, project progress and budget expenditure and in general with the wider project.
- With all other relevant Oxfam staff
- With the Oxfam Novib HQ Quality, Finance and Control Department and Thematic Units for the payment of grants to counterparts and other Oxfam Novib HQ staff for TROSA-related issues as they arise.

External

- With counterparts and partners within the TROSA project, on progress in reporting and other relevant administrative information
- With all relevant external contacts, to plan and organize meetings for the Project Manager specifically, or the project team in general.
- With other Oxfam affiliates in the country and region, in cases of administrative issues

Job Requirements:

Essential

- Experience in a comparable position within an international NGO and familiar with any multi-country, regional program context
- 3 years of experience in administrative/logistic management, preferably in international organizations;
- Degree in business administration, international studies/relations, public administration or equivalent combination of education, training, and experience. Advanced degree desirable;
- Excellent computer skills such as windows; Internet; Microsoft Excel; Microsoft Office; Microsoft Outlook; Microsoft Publisher; Microsoft Word; Microsoft PowerPoint; Microsoft Visual and Presentations.
- Excellent English (read/write/speak/listen)
- Experience in relation management systems, SAP, electronic archiving systems, and so on

Desirable

- Experience in liaising with government agencies and other key stakeholders.
- Skills & experience in planning & strategizing operations-related matters
- Communication & negotiations skills in dealing with people of different cultural backgrounds.
- Team player, who works well in a multi-cultural environment, communicates readily & shares learning with colleagues, partners, beneficiaries & officials.
- Flexibility, ability to work independently and under pressure
- Excellent organization, coordination, and communication skills
- Experience in assisting the organization of events and workshops
- An ability to undertake travel to support program teams and partners in multiple countries

Travel

- Participation and support for partner meetings and workshops will require frequent travel within the region and occasional travel outside the region.

Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.

Job Description Template

- 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.

Organisational 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’s 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 organization 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.
Humility	We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
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 organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
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 organizational 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.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
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.

How to apply

This post for Cambodia national only.

Interested applicants should submit their application and CV to our recruitment website at <https://career2.successfactors.eu/career?company=OxfamNovibP> by August 16, 2019, Cambodia time.

ONLY SHORTLISTED AGENCIES WILL BE CONTACTED