



Oxfam is an international confederation of 20 organisations networking together in 90 countries. As part of a global movement for change, we are working together to build a future free from the injustice of poverty. 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 in order to enable the most marginalised 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, you will join a team of dedicated and passionate professionals working to help people overcome poverty, build resilient communities and fight for social justice.

Oxfam has had a presence in Laos since the late 1980s and works to deliver a country strategy that focuses on sustainable livelihoods, governance and civil society, gender and diversity and resilient communities.

Oxfam in Laos and its **Sustainable Development and Responsible Investment** team is actively seeking an experienced and qualified person to fill the position of **Programme Manager** to be based in our office in Vientiane, Lao PDR.

Purpose of function

The Programme Manager (PM) - **Sustainable Development and Responsible Investment** is to provide strategic management and leadership to the delivery of the Oxfam in Laos Country Strategy by ensuring all programmes under management are of the highest quality, deliver impact and place gender at the center of all programmes and projects.

Functional links

- The PM manages the programme staff in Laos with regard to programme implementation and development
- The PM relates to the CD of Oxfam in Laos with regard to support for programme implementation and development, including work under the Oxfam 2020 framework.
- The PM relates to the Finance staff, the Partnerships and Quality Manager and Oxfam Partner Affiliates desks on specific issues with regard to programme management and programme development as required.
- The PM relates to the Business Support Manager on specific issues with regard to office as required.
- The PM relates to local partner organizations w/r to programme implementation and development as required.
- The PM cooperates with other programme managers and staff in other thematic areas w/r to programme coordination and integration.

Overall Responsibilities

The Programme Manager provides leadership, strategic steer and ensures programme development and implementation focusing on Sustainable Development and Responsible Investment in Laos, ensuring mainstreaming of climate change and resilience. The PM leads the operationalization of the Oxfam Country Strategy (OCS) in Laos within his/her specific area of responsibility and coordinates with other programme managers and including the Oxfam team to ensure Oxfam delivers its country strategy. The PM also supports strategic mainstreaming of resilience and gender in all its programmes. The PM participates actively in the Oxfam in Laos Management team.

Specific Tasks

1. Programme Implementation

- Coordinate and manages a team of Programme Officers to implement the programme, while ensuring optimal collaboration, task division and joint learning
- Ensure work plans are followed adequately, phased budgets are spent and managed in line with the financial management systems, key lessons learned from operational plans, cross-learning between different areas and sector teams is facilitated.
- In collaboration with the partnerships and quality team, develops Monitoring Evaluation and Learning (MEL) frameworks and ensures effective use of MEL framework involving partners, communities and involved staff to measure impacts and progress of Oxfam's works demonstrated in OCS and Programme operational plans.
- Ensure appropriate technical assistance is provided to programmes and projects through own experience or external sources.
- Support and manages programs and projects to ensure effective and efficient partnerships.
- Ensure complementarity and collaboration between partners in view of reaching programme objectives and respect of the partnership principles.
- Ensure compliance with Oxfam back donors' systems and requirements, including responsibilities over quality and timely reporting (financial and narrative) on a monthly and quarterly basis.
- Ensure Oxfam and donor compliance requirements are in place, are understood and effectively managed by all team members.
- Ensure key risk areas are identified through annual audits of the country programme are managed well.
- Actively impersonate the centrality of influencing in Oxfam in Laos's country strategy.
- Plan own work and in collaboration with partners, mobilising Oxfam's and partner's resources at best to achieve the strategic goals.

2. Programme development, fundraising and influencing

- Develop project/programmes concept notes and proposals in line with Oxfam Country Strategies (OCS) following participatory methods involving programme team, partners, beneficiaries and stakeholders with clear roles and responsibilities, MEL plans, risk management strategies and exit strategy.
- Steer and ensures production of quality assessments, baselines, concept notes and proposals with budgets, taking into account Oxfam's Rights-Based and Gender Approach.
- Steer coherence and seeks for synergies across all the programme work to achieve greater impact and change.
- Ensure regular updates of stakeholder analysis and donor reviews to inform the programme development and strategic decisions.
- Guide team members in development, and periodic evaluation of implementation/operational strategies of community-based programming.
- Proactively identify and pursue opportunities for programme development and growth in line with the Oxfam Strategic Change Goals
- Support the Country Director in pursuing opportunities for national policy influencing and advocacy contributing to her/his thematic areas of expertise.
- Play an active role in lobby and advocacy on issues related to programmes through personal networks and co-ordination of allies.

3. Oxfam's Representation

- Ensure Oxfam is represented in key venues that are leveraging influence and adding value to Oxfam's work on the ground (Government or CSO platforms, multi stakeholder initiatives, etc) within the scope of responsibility.
- Represents Oxfam in Laos towards Oxfam Affiliates, donors and partners with regard to programme development and implementation.
- Develop and maintains external networks and ensures engagement of partners, donors and counterparts.
- Develop and maintains relations with strategic actors of the sector, within and outside the country, so as to build strategic and operational multi-stakeholder partnerships and alliances, and ensures effective coordination.

4. Staff management and capacity building

- Create a positive and enabling working environment in which equality and diversity are well-managed and staff can do their best
Plans and allocates work, monitors achievement of tasks, and supports staff as appropriate
- Manage staff performance and development, mainly through regular supervision sessions and the Performance development review process; facilitates setting annual performance objectives, work plans and conduct periodic performance appraisals; ensure all team members have personal development plans
- Participate in the Recruitment and induction of new staff.
- Manage and plan relevant capacity building plan for responsible staff
- Ensure staff's skills and knowledge are up to date and adequate for the level of responsibility
- Mentor and coach staff as appropriate, ensuring that the long-term development goals and change agenda of Oxfam are not subordinated to short term programme needs.

5. Financial Management and Budgeting

- Prepare budgets for his/her programme on an annual basis and contribute in overall annual budgeting exercise.
- Monitor actual expenditures as provided by Finance Section against budget forecasts and phasing and keeps track of budget variances.
- Ensure overall programme cost effectiveness and efficient utilization of funds.
- Ensure financial management procedures are effectively adhered to at all management staff of the programme.
- Applying and promoting budgetary transparency and accountability.

This position will be requested to fulfil additional task, as required, like contribution to the humanitarian preparedness and response or other aspects linked to Oxfam International's core mandate.

Required qualifications and competences

- Master's degree in respective field or development studies and/or at least 5 years of experience in senior strategic level roles in development sector
- Strong competence in Programme Cycle Management, Result Based Management and MEL systems.
- Good and broad analytical skills and ability to translate analysis into concrete and effective programme strategies.
- Excellent understanding and proven experience of financial management, budgeting, and budgetary control systems.
- Strong report writing and editing skills
- Knowledge of gender and youth issues, in particular mainstreaming
- Competence in team management: demonstrable evidence of managing sizeable resources; including evidence of demanding high standards of performance and accountability while being fair in dealing with people and demonstrating through role modeling.
- Competence in programme development, including for back donors.
- Competence in capacity-building and organizational or institutional development of local organizations.
- High level capacity of analysis of complex information including government regulations, socio-political contexts, research reports, in depth risk analysis of Oxfam's work and constitutional amendments
- In depth knowledge of key donors and their requirements: EU, DFAT, Foundations, etc.

Personal Quality

- Team player with ability to deal with a range of people from various cultures and different capacities.
- Creative and inclusive attitude towards team.
- Gender sensitive and committed to gender equality
- Leadership and coordination skills
- Ability to take initiative and work independently when needed.
- Fluent in spoken and written English and Lao
- Commitment to Oxfam's values.
- Ability to show perseverance, tenacity and the ability to work under pressure.

- A strong focus on results – sets goals, plans and prioritises effectively, monitors quality and progress of work against plans, establishes high level of performance and sets an example to others.

More information and application procedure:

To apply for this position, please send your motivation letter and curriculum vitae to recruitment.laos@oxfam.org or contact us at Oxfam 98/8, Sithong Road, Ban Nongduangtai Sikhottabong District PO Box: 4723. Vientiane Capital, Lao PDR.

Closing date for applications is: Sunday 10 February 2019.

Oxfam is an equal opportunity employer. We are committed to ensuring diversity and gender equality within our organisation. Women and people from diverse groups are welcome to apply for these positions.

Only short-listed candidates will be contacted for interview