



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 requires an experienced and qualified person to fill the position of **Programme Coordinator on Private Sector Engagement** to be based in our office in Vientiane, Lao PDR with some travel in country and within the region.

Purpose of function

The Programme Coordinator will design and ensure the implementation of programmes/projects related to promotion of quality and responsible private sector investment and alignment with the Oxfam Country Strategy (OCS 2015-2019). The Programme Coordinator will support the team from design and planning to evaluation the full programme cycle management which is in line with Oxfam's country policy and the one programme approach in close co-operation with local partners and other Oxfam affiliates, as well as ensure gender is adequately embedded in Oxfam's programme development and implementation.

Management Lines

The Programme Coordinator is managed by and reports to the Programme Manager on Sustainable Development and Responsible Investment.

Functional Links

- Work in close collaboration with local partner organizations, and collaborate with other organisations working in the same thematic area
- Cooperate with other Programme Officers both in the same and across domains, Humanitarian Coordinator, Programme Finance Officers and Administration Assistant.
- Liaise with focal points from other Oxfam (partner's) affiliates and the regional teams on Private Sector when required.

Overall Responsibilities

- Manage the implementation and quality assurance of programmes and projects related to promotion of responsible business practice. This is done through reviewing periodic work plans and progress reports (annual, semi-annual, quarterly or monthly), monitoring

and evaluation systems, and preparing budget monitoring and management, ensuring donors' rules and reporting requirements and Oxfam in Lao PDR procedures are respected.

- Support the Programme Manager to analyse and explore the trend and development of the private sector engagement strategy for Oxfam in Lao PDR
- Explore and contact with private sector on Oxfam's engagement initiatives
- Provide technical advice on appropriate tools and engagement approaches with private sectors to local partners as well as to the team within Oxfam.
- Identify capacity building gaps and strategies to enhance partner's capacity to deliver the intended outputs.
- Represent Oxfam in various meetings related to his/her portfolio at national or regional levels.
- Contribute inputs to the team and the Oxfam office on how to promote and mainstream the private sector elements in other activities
- Support the Programme Manager in mobilising resources and development of the new programme and initiatives
- As an Oxfam staff, take up responsibility in case of humanitarian response programmes as required by the Country Director and the Humanitarian Coordinator

Specific tasks

1. Programme implementation

- Dialogue with partners w/r to the quality of their programmes, their quarterly, semi-annual or yearly work plans so as to improve their Results Based Management (RBM).
- Advise local partners on the preparation process of their proposal and facilitate the approval process of partners' programmes and work plans, prepares funding agreements with partners.
- Verify the use of project's budget against implementation and ensure the expenditures are in line with Results Based Management principles, monitor the programme budget and disbursements to partners, all in cooperation with the Administrative and Programme Finance Officer.
- Regularly review and monitor the programme implementation by the partner against their approved work plans, and guarantees partners' compliance with Oxfam and back-donor guidelines and other requirements.
- Provide substantive inputs to the partner's report and activities in order to help aligning with the Oxfam's objectives.
- Facilitate the preparation and implementation of external programme / project evaluations, including development of the TOR and plan.
- Ensure coherence and joint efforts across all domains of change to achieve a great impact.
- Ensure updated stakeholder analysis to inform programme design and management decision.
- Translate relevant documents in English and/or Lao language when required
- Initiate and facilitate activities concerning knowledge & information management with local partners and Oxfam to strengthen the effectiveness and implementation of programmes and lessons learned.

2. Partner support

- Build and maintain a trust and good relationship with partners and communicate effectively with them. Provides advice, support or assistance as required, while keeping into account the vision and mission of Oxfam, its values and principles.

- Support the partners in the application of the Results Based Management methodology, with a specific focus on their organisational development (internal management and governance, upward and downward accountability, gender mainstreaming and solidarity, an organisational culture of monitoring, reflection, learning and evaluation)
- Support the partners with the development and application of Monitoring, Evaluation and Learning systems (MEL).
- Identify any training and capacity building needs and coordinates/plans specific capacity building initiatives for local partners and beneficiaries.
- Support and advice the partners and other Oxfam colleagues in their advocacy or campaign activities and facilitate liaising to allies and stakeholders, nationally, regionally or internationally, as required.
- Facilitate the networking between partners and relevant external actors like knowledge & research institutes, and initiate and facilitate reports and any publications in this area.
- Actively engage in discussions with partners and other stakeholders on fostering external funding opportunities and where needed develop programs with partners and others.
- Develop and maintain relations with strategic actors of the sectors that related to his/her portfolio both within and outside country so as to build strategic and operational level multi-stakeholder partnership and to ensure an effective coordinations.

3. Programme development

- Lead in the work of policy advocacy and how to effectively increase the impact of Oxfam's work on the quality and responsible investment in Lao PDR
- Bring innovation to the team and support formulation of new programmes as guided by the Country Director and Programme Manager.
- Contribute to strategic reflection of the Oxfam programme in Lao PDR and suggest ways forward.
- Proactively explore potential new partnerships in the country as well as with the regional initiatives
- Contribute to Knowledge Sharing events and Training for Oxfam staff as required

4. Humanitarian preparedness and response:

- Participate in a quick assessment of humanitarian needs in case of disasters and participate in writing assessment reports when required
- Participate in the delivery of humanitarian response programmes in case of any emergency

Required qualifications and competences

- Master degree in Economics, Agriculture, Development Practice, or Business Administration
- At least 3 year experience working with NGOs or any international organisations in managing projects related to sustainable livelihoods, food security, land rights and economic empowerment.
- Good understanding of private sector nature and investment climate in Lao PDR
- Competent in Programme Cycle Management, Result Based Management and Monitoring and Evaluation systems.
- Proven experience of project financial management, budgeting, and budgetary control systems
- Good analytical skills and ability to translate analysis into concrete and effective programme strategies.
- Strong in capacity-building and organizational or institutional development of local organizations.

- Knowledge of methodologies and principles with regard to capacity-building and organisational and institutional development, including participatory approaches.
- Knowledge and experience with methodologies and practices on gender approaches and mainstreaming.
- Knowledge on Lao and regional context of private sector development and systems would be an asset
- Good interpersonal skills and able to work in multinational environment
- Good communication and facilitating skills, demonstrating trust, competence, respect and motivation, especially with government agencies and local authorities.
- Ability to cooperate in a team and to work under guidance, while showing a high degree of initiative, efficient time management and ability to cope with stressful situations.
- Good spoken and writing of English, report and proposal writing skills.

More information and application procedure:

To apply for this position, please prepare application including a motivation letter and curriculum vitae and send 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: Tuesday 18 September 2018.

**We promote diversity and practice equity
Only short-listed applicants will be contacted for a personal interview**