



## Career Opportunity: Accountability Officer

**The post is to be based in Sittwe and opened to Myanmar National and Advertised nationwide.**

**Oxfam** is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

<b>The role:</b>	To support the effective and quality implementation of the OXSI WASH Consortium's accountability ensuring its relevance to the local context, connectivity with national, regional and international accountability systems while ensuring compliance with internal and external quality standards.
<b>Level:</b>	National, D1
<b>Employment term:</b>	Fixed-term (until 30 September 2020)
<b>Report to:</b>	Programme Manager, matrix managed by: MEAL Coordinator (Consortium)
<b>What we offer:</b>	Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

### KEY RESPONSIBILITIES:

#### Developing and Implementing Accountability Processes

- Responsible for ensuring feedback and complaints are managed and that Oxfam teams provide responses to community members about their feedback
- Ensure that Oxfam has effective accountability systems and provides training on the system to ensure that it functions. Ensure that communities are aware that the Accountability System exists and functions
- Manage Oxfam's ICT system on Accountability
- Work with the Oxfam Programme Manager in ensuring that all Oxfam staff are aware and know their responsibilities for accountability processes, approaches, and systems. Support the Programme Manager in ensuring feedback systems are integrated within line management.
- Work with the Gender and Protection Coordinator to ensure that accountability processes are in line with the Consortium gender strategy. Support the Gender and Protection Coordinator in promoting PSEA (Safeguarding), and Protection and GBV referral pathways in Oxfam's programming sites.
- With the support of the MEAL Coordinator, oversee Oxfam's contribution and responsibility within the ICT feedback mechanism including, but not limited to, ensuring that feedback is entered into the system and followed up by respective case managers. Update and oversee the SurveyCTO system
- Responsible for ensuring that transparency measures are implemented within the programme.
- Work with Internews to ensure that the downward accountability strategy and Communicating with Communities (CwC) work is implemented for the programme.
- Update and oversee the SurveyCTO Accountability Mechanism as required by the MEAL Coordinator
- Attend coordination meetings with SI and Internews to ensure that OXSI Accountability approaches are coordinated across the Consortium

#### Promote a Culture of Accountability

- Ensure that Oxfam staff are aware of internal and external accountability standards. Lead the Oxfam office in ensuring all staff adhere to key principles of accountability
- Work with Oxfam WASH team to identify accountability needs across the communities Oxfam works with and hold consultation sessions
- Lead consultations, information sharing sessions, or transparency sessions as requested by the OXSI WASH Coordinator on WASH services

### Build Staff Capacity on Accountability

- Identify training needs on accountability
- Lead accountability training, in coordination with SI MEAL and Internews as requested by the MEAL Coordinator
- Hold coaching sessions directly with relevant data collectors or case managers
- Provide informal training to relevant groups (case managers, data collectors, camp-based staff)
- Maintain and update Accountability Training Schedule

### Support MEAL (Monitoring, Evaluation, Accountability and Learning) Team

- Support the MEAL team in conducting assessments, especially those which concern Accountability, by assisting in training data collectors and overseeing collection
- Support the MEAL team in holding Focus Group Discussions (FGD's) and facilitated discussions to ensure community feedback is integrated into programming
- Work with the MEAL Officer to develop assessments, and update tools in online-based platforms (such as SurveyCTO)
- Work with the MEAL team to support data collection, tool design, training, or relevant tasks as requested by the MEAL Coordinator or Programme Manager
- Ensure attendance management are in line with Oxfam HR policies

### SKILLS AND COMPETENCIES

- Commitment to Oxfam's overall aims and beliefs, including strong commitment to gender, diversity issues, equal opportunities and capacity building
- Good understanding of Humanitarian response for conflict affected people, preferably in the context of complex emergency situation
- Education to a degree level in a relevant discipline
- At least 2 years working experience in development and humanitarian sector including experience in designing and implementing accountability and monitoring & evaluation
- Analytical skills with knowledge and good understanding on global and national emergency issues
- Ability to work as part of a multi-cultural team and communicate effectively, both verbally and in writing
- Interest, willingness and openness to work in IDP camps
- Experience and interest in working in a culturally diverse team
- Good ability in both written and spoken Burmese and English
- Strong knowledge of IT applications and development – especially advance excel, database, and familiarity with associated web-based platforms and applications
- Willingness to work flexible hours and to travel frequently within Rakhine

### Desirable

- Experience working in Sittwe IDP camps
- Experience working in WASH Projects
- Good ability carrying out capacity-building training to camp-based staff
- Knowledge of CHS Accountability Standards
- Knowledge of Humanitarian Principles

**Closing date:** 24<sup>th</sup> January 2019, 5:00 PM

**How to apply:** Please state applied position in email subject line and send CV and cover letter to Human Resources Department through [myanmarhr@oxfam.org.uk](mailto:myanmarhr@oxfam.org.uk)

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.  
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

**Detail and complete job profile is available upon request.**

We regret that only short-listed applicants will be contacted.

**Please note:** Oxfam will never ask for any payment at any stage of recruitment.  
[https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt\\_jobs](https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt_jobs)

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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