



Global Position Description

Position	Inclusion Project Policy Coordinator
Supervisor	Inclusion Project Manager
Location	Phnom Penh, Cambodia <i>(Options to be based in another Oxfam office in the Mekong region will be considered, though the role will be expected to spend a substantial amount of time based with the regional team in the Phnom Penh office for the first 6-12 months.)</i>
Contract Type	Fixed Term to June 2019
Category	National Category C2
Date	Position Description updated 30 June 2017
Start Date	As soon as possible

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 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, 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.

Oxfam's Mekong Regional Water Governance Program is jointly implemented by Oxfam affiliates and country teams in the Mekong countries (Vietnam, Cambodia, Lao PDR, Myanmar and Thailand) and partners throughout the region.

One of the major projects in this program is the Inclusion Project; a 5.5 year (March 2014 – September 2019) AUD \$9 million project funded by the Australian Department of Foreign Affairs and Trade (DFAT) as one of four pillars in the Australian Government's Mekong Water Resources Program 2014-18. Oxfam's project goal is to enable communities and civil society to be better able to realise sustainable livelihoods in the Mekong and Salween river basins. The project objectives are to achieve this by facilitating: 1) Increased civil society participation and engagement in water resource governance and 2) Promoting more open, inclusive, accountable and effective water resource governance. The project engages at

regional scale, with partnerships and collaborations at country, regional and institutional levels. Project activities are conducted under three components:

1. Gender and women's leadership in water resources;
2. Strengthening civil society capacity to participate in water decision making;
3. Convening and promoting policy and project dialogue.

This work seeks to influence changes at the community and civil society level, as well as changes in policies and practices at the national and trans-boundary level.

Purpose

The position is responsible for leading and coordinating the delivery of all policy work under the Inclusion Project. The position will work across the three Inclusion component areas contributing to the two objectives outlined above.

The position will play a lead role in facilitating policy strategy development with partners and networks, building partners' capacity in effective advocacy and influencing approaches, and work with partners and on behalf of Oxfam to influence targeted regional and national actors on priority water governance issues (including: gender, hydropower, energy, transboundary river basin planning and community water governance).

The position will coordinate policy analysis, develop Oxfam public positions and policy briefs, and identify strategic research for the Inclusion Project. The position will play a lead role in the development and implementation of the policy analysis and influencing plan for the Inclusion Project.

The position is a member of the Inclusion Project team within the Mekong Regional Water Governance team and will work closely with the Mekong Regional Water Governance Policy and Partnerships Advisor, country teams, and Oxfam campaigns and policy staff.

Core Responsibilities

Project Specialty

- Update the regional political and power analysis for the Inclusion Project, and track and record key changes in the policy context over the life of the project
- Advise on and contribute to Inclusion Project planning and implementation and coordinate policy influencing (at appropriate levels) into plans
- Develop a regional policy influencing agenda and plan for the Inclusion Project that delivers on the project objectives and policy priorities, and is coordinated and has synergy with the other pillars of the DFAT Mekong Regional Water Resources Program and with Oxfam's Water Governance Program policy agenda
- Coordinate and implement this regional policy influencing agenda, including:
 - Work with country teams to ensure a coherent approach that enhances national level work and policy plans.
 - Coordinate with other regional team members to determine the content of policy dialogue

- Coordinate with partners, regional allies, and other DFAT program pillars on their policy priorities and agendas
- Support and advise partners and allies in policy influencing and manage partnerships in this area as determined by the Inclusion Project Manager.
- Coordinate with the Inclusion Project Capacity Building and Networking Coordinator to ensure that policy influencing skills are included in the capacity building plan, and facilitate or broker capacity building activities with partners on policy influencing strategy and approaches, as required
- Collect and analyse evidence of policy outcomes and the effectiveness of Oxfam and partners' influencing and advocacy strategies; for project six monthly and annual reports, evaluations, and case studies (working closely with the Inclusion Project MEL Coordinator to ensure alignment with the overall project MEL framework)
- Produce policy briefs on key issues, promoting the experience of partners and communities and clearly communicating policy positions and recommendations to external audiences
- Monitor and advise the project management on the development and change in
- Australian and Mekong country governments' policies on water governance and gender
- Identify and advise management on emerging opportunities and challenges for policy influencing (including identifying and advising on potential influencing work that will contribute to Inclusion Project policy objectives but should be conducted outside the project remit and funding)
- Contribute to Oxfam's analysis and recommendations in regard to international best practices, such as free, prior, and informed consent, and standards for environmental and social protection.
- Ensure that regional and national policy influencing work is culturally and politically sensitive, informed by and linked to Oxfam's work with civil society and communities

Business Services

- Advise, initiate and contribute to the development and periodic review of Oxfam policies relating to Natural Resource Management and Water Governance in the Mekong
- Advise internal key stakeholders on policy and political aspects regarding water and resource governance and in sectoral disciplines related to the Inclusion Project.
- Lead on the integration and compliance (and ensure support is provided to Inclusion Project staff and partners) of Oxfam's policies and relevant sector codes of good practice.

Management

- The position has no responsibility for the management of staff; but works to advise and support regional staff in areas of responsibility and may manage short term consultancies
- Provide strategic leadership in area of expertise especially regarding policy and political analysis throughout the Mekong region.
- Coordinate delegated accountabilities for project risks and report regularly.

- Contribute to the implementation and compliance of Oxfam administrative, health, safety and security policies and frameworks.
- Accountable to the Inclusion Project Manager; and works closely with policy staff in Oxfam and within the Mekong regional program.

Representation and Relationships

- Represent Oxfam's advocacy and policy priorities and positions to decision makers, policy makers, development practitioners and opinion formers including staff of international financial institutions, government agencies and intergovernmental bodies
- Represent the project to DFAT and engage with them on policy dialogue
- Participate in relevant external debates, networking and dissemination of learning and analysis amongst allied organisations and community groups in pursuit of agreed policy influencing strategies and priorities
- A member of the Inclusion Project Team and Mekong Regional Water Governance team.
- Build networks and collaborate with local and international organizations working in the same scope of work.
- Attend relevant Oxfam meetings, and participate actively in wider organizational development and change processes and teams.

Professional Attributes

- Problem Solving: Uses clear and innovative thinking to solve problems and ensures supervisors are made aware of any risks.
- Continuous Learning: Demonstrates a commitment to own professional development by actively participating in continuous learning.
- Self Awareness: Is aware of own strengths and development needs and seeks to improve style, skills and performance including cultural and gender sensitivities.
- Adaptability: Adjusts approach and thinking to work effectively in a variety of situations and with different people.

Required Skills and Experience

- Advanced knowledge and experience in advising on policy issues in relation to Water Governance and natural resource management in the Mekong region (e.g. hydropower, energy, transboundary river basin planning, community water governance, fisheries, and/or water quality)
- High level of skill in representation, liaison, negotiation and networking with different stakeholders, including governments, civil society and communities
- Skill and experience in engaging with the private sector to influence gender-responsive and socially and environmentally responsible business practice
- Advanced knowledge of gender analysis and issues experienced in the Mekong region
- In-depth knowledge of Mekong regional development key institutions and actors

- Excellent written (including report writing) and oral communication skills in English (and Mekong language competency preferred), including cross cultural communication and writing for policy influencing.
- Leadership skills and the ability to motivate others, and initiative and capacity to work as a member of a team
- Facilitation of interactive workshops and training
- Knowledge of current research and policy development processes in the Mekong region and experience in development of research projects and analysis and presentation of data to different audiences
- Experience working in environments with political sensitivities, and using influencing strategies appropriate for sensitive contexts
- Receptiveness to new ideas and a capacity to analyse those of practical value
- Relevant computer skills, which include experience in using project management software tools, PowerPoint, Word and Excel.
- An ability to undertake significant travel to support program teams and partners in multiple countries, and to join field-based work.

Travel

Participation and support for partner meetings and workshops will require frequent travel within the Mekong region (Myanmar, Lao PDR, Cambodia, Thailand and Vietnam) and occasional travel outside the region.

Applications

Send your applications for this position by email to socheatak@oxfam.org.au before the deadline on **Friday 14 July, 4.00 pm Cambodian Time**.

Please submit a:

1. Cover letter, stating your motivation and relevant skills and experience for the position
2. Curriculum vitae (CV)
3. Brief response (max. 3 pages) against the Required Skills and Experience.

Don't send copies of diplomas/certificates, recommendation letter etc.

Only short-listed candidates will be contacted.

Oxfam is an equal opportunity employer. We are committed to ensuring diversity and gender equality within our organization. We absolutely need women and people from diverse groups to apply for this position.