Together we can beat poverty for good. Will you join us?

**Country Programme Close-out Advisor (Pakistan)**

Closing date: - February 23, 2021

**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, adults and beneficiaries with whom Oxfam GB engages. 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**](https://www.oxfam.org.uk/what-we-do/about-us/how-we-work/our-goals-and-values) **are recruited to work for us.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](https://www.schr.info/the-misconduct-disclosure-scheme).  In line with this Scheme, we will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

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**Shaping a stronger Oxfam for people living in poverty.**

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| About oxfam |

Oxfam is a global community who believe poverty isn’t inevitable. It’s an injustice that can be overcome. We are shop volunteers, women’s right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won’t stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](http://www.oxfam.org/).

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| job purpose |

Phase-out of a large-scale operation is a challenging process. The transition implies depleting human resources' capacity at the mid and senior level, high-level demand in communication, additional compliances and archiving, etc. Therefore, the Close-out Advisor's role will play a role in synchronising these tasks and developing innovative and cost-effective solutions to manage several challenges.

The Phase-Out Advisor role is responsible for supporting the Country Director and Phase Out Team (POT) in implementing a coordinated and effective close-out process in line with implementing the country presence review decision of the Executive Board. The role ensures the holistic integration of all phase-out processes and the streamlining and integrating internal programmatic processes towards high-quality delivery in line with Oxfam in Asia's vision. S/he will mainly support the review and implementation of the sustainability roadmap and the approved country phase-out plan and prepare a high level of documentation to report to POT and CGG.

The Advisor directly works with Phase-out Team of Oxfam in Pakistan, Asia Regional Change Advisor, and directly and indirectly with the Executing Affiliate (EA) and Partner Affiliates (PAs) the phase-out process. The position is required to participate in and, as needed, advise or contribute towards strategic planning and other senior management functions related to phase out. The close-out Advisor is expected to work in a fast-paced, complex and demanding environment.

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| what the recruiting manager has to say about the role?  |

In May 2020, Oxfam's Executive Board decided to reposition its footprint using our influencing approach strategically, looking for ways to adjust Oxfam's role and model of presence to be relevant and have a more profound impact. As a result of the EB decision, 18 country programmes, including Oxfam in Pakistan, are planned to be closed out by March 2022. This role is being hired to coordinate, facilitate and ensure a streamlined and responsible close out of the Pakistan programme.

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| core details |
| **Location:** | Islamabad  |
| **Salary:** | In line with Oxfam values and the scales |
| **Internal Grade:** | C1 |
| **Division**  | National | **Job Family:** | Human Resources |
| **Contract type:** | Fixed Term: till March 2022 |
| **Hours of work:** | http://www.workingfamilies.org.uk/wp-content/uploads/2015/09/Happy-To-Talk-Flexible-Working-cropped-616x290.jpg.37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage |
| **This role reports to:** | Country Director |
| **Staff reporting to this post:** | N/A |
| **Annual budget for the post:** | N/A |
| **Key relationships/interactions:** | Pakistan Country Phase Out Team (POT), Asia Regional Change Advisor, EA/ EA Node, key internal and external stakeholders. |
| **Screening checks:** | Islamabad  |
| **References:** | Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history. |
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| specific job responsibilities |

**Strategy**

* Responsible for providing support in reviewing and updating the country Phase-Out plan to the Country Director and Phase Out Team, having taken on board their views and feedback
* Review and advise on the phase-out plan to Oxfam international, and suggests improvements/changes for the way forward (this will include; Supporting the POT in defining the methodological approach, objectives and results to be achieved, risks, and recommendations to mitigate them, a timeline and communication plan).

**Communication**

* Ensure phase out communication is carefully considered and executed on an ongoing basis
* Develop key messaging regarding the phase-out process for the POT as and when required

**Technical**

* Supporting in managing organisational handovers, strategic collaborations around phase-out, and providing technical support to phase out team.
* Working in coordination with HRBP and Phase-out team, facilitate the process of team building and development of team capacity, with a focus on developing skills, knowledge, and ability relevant to attaining the Country Programme objectives.

**Monitoring and Reporting**

* Support the Country Director and POT to set up a process to monitor the implementation of the country phase-out plan
* Monitor progress of work, give clear advice and use a range of leadership styles as appropriate based on Oxfam's core values
* Sketch out specific actions of the phase-out plan and activities therein, that different actors (affiliates, country team) will be implementing, to ensure there is a common approach and agreed on a timeline for change
* Support the Country Director and POT in reporting progress and facilitating bottlenecks of issues that may arise in the implantation of the phase-out plan
* Oversee and support the documentation such as program-related archiving, monitoring reports, evaluations, and other donor-related compliances

**Business Services**

* Work with the Country Director and POT to ensure phase-out processes and programs are adequately resourced and coordinate with support services in a timely manner.
* Support the process of ensuring the integration, implementation and compliance of Oxfam's policies and relevant sector codes of good practice related to Phase Out and Closures within the given timeframes.

**Representation and Relationships**

* Support in preparing for phase-out related discussions, as and when directed by the Country Director.
* Foster effective relationships with key internal and external stakeholders in coordination and support from Programme teams.
* Support the Country Director and POT, in liaising and communications with government, donors, international organisations and peers as required
* Engage in internal Oxfam in Asia and broader Oxfam activities through representation on ad hoc or regular working groups within the Oxfam structures

**Your commitment to Oxfam**

* Required to adhere to Oxfam’s principles and [values](https://www.oxfam.org/en/explore/how-oxfam-fights-poverty) as well as the promotion of [gender justice and women's rights](https://policy-practice.oxfam.org.uk/our-work/gender-justice#855afbea-dfa4-4084-a924-2e7d160e8a85)
* Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

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| Person specification  | **How this will be assessed?[[1]](#footnote-1)** |
| **Right Pointing Backhand Index Note to candidates:** Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](https://oxfamwebcdn.azureedge.net/-/media/Files/OGB/What%20we%20do/About%20us/Plans%20reports%20and%20policies/documents/OxfamCodeofConduct.ashx). | **Shortlisting** | **Interview** | **Presentation** | **Other<please specify)** |
| **Key Organisational Attributes** |  |  |  |  |
| 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.  |  | ***x*** |  |  |
| Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.  |  | ***x*** |  |  |
| Eager and required to adhere to Oxfam's feminist principles and practices in their day to day work and the promotion of gender justice and women's rights.  |  | ***x*** |  |  |
| Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.  |  | ***X*** |  |  |
| **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 |  | ***X*** |  |  |
| **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 |  | ***X*** |  |  |
| **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences |  | ***X*** |  |  |
| **Essential - Experience, Knowledge, Qualifications & Competencies** |  |  |  |  |
| Experience in leading the successful design and delivery of change processes (particularly in phase-out/ closure) and development programmes in a challenging context  |  |  |  |  |
| Proven experience in a complex (participatory), multi-cultural environment, leading diverse teams and stakeholders (internal and external) in the delivery of the program  |  |  |  |  |
| Ability to form and strengthen relationships between diverse stakeholders  |  |  |  |  |
| High level of development awareness – both theoretical and practical, including an excellent understanding of Pakistan and INGO context.  |  |  |  |  |
| Financial and budgetary experience  |  |  |  |  |
| Proven strategic insight, analytical, solution-oriented and advisory skills  |  |  |  |  |
| Experience in high-level representational role with practical communication skills (both internally and externally).  |  |  |  |  |
| Experience liaising with communities, governments and donors  |  |  |  |  |
| Fluency in spoken and written English  |  |  |  |  |
| Ability to travel to Oxfam programme locations in Pakistan |  |  |  |  |
| Experience in leading the successful design and delivery of change processes (particularly in phase-out/ closure) and development programmes in a challenging context  |  |  |  |  |
| Proven experience in a complex (participatory), multi-cultural environment, leading diverse teams and stakeholders (internal and external) in the delivery of the program  |  |  |  |  |

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| how to find out more about us |

* Find out more about our pay & benefits [here](%E2%80%A2%09http%3A/www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/what-oxfam-offers). Get a feel of what it is like to work at Oxfam [here](%E2%80%A2%09http%3A/www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam).
* Look at our ‘How to apply’ section for helpful tips [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).
* Technical glitch? If you have any issues when submitting your application, please contact recruitmentteam@oxfam.org.uk
* We are unable to accept prospective applications, but you can sign up for our job alerts [here](https://jobs.oxfam.org.uk/alertregister/)
* External applicants: <https://jobs.oxfam.org.uk>, Internal applicants:<https://jobs.oxfam.org.uk/internal>
* Find out about everything we do [here](http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job).

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| follow us |

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# **Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.**

# OXFAM LEADERSHIP COMPETENCY FRAMEWORK -

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| **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 thought 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. We give more freedom and demonstrate belief and trust, underpinned with appropriate support. |

1. Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications. [↑](#footnote-ref-1)