



HUMANITARIAN SUPPORT OFFICER

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| POSITION: | Humanitarian Support Officer – Oxfam Italia |
| STARTING DATE: | 1 st September 2017 |
| END DATE: | 31 st March 2018 with possibility of renewal |
| TYPOLOGY OF CONTRACT: | Fixed-term contract: “Dipendente a tempo determinato” III Contract Level (Contratto Nazionale del Commercio) |
| DUTY STATION: | Based in Florence with field missions abroad, mainly Middle East and Horn of Africa, according to the working needs |
| POSITION IN THE ORGANISATION | Humanitarian Aid Office – Department of Development Cooperation and Humanitarian Aid |
| LINE MANAGER: | Head of Humanitarian Office |
| SALARY: | Gross amount: max 24.000 euro per year (according to the recruited candidate’s experience) + field mission allowances. |
| DEADLINE FOR APPLICATIONS: | 13 August 2017 |

Interested candidates should send their **CV**, the details of **3** people who will serve as professional **references**, a short **self-presentation letter** explaining **how the candidate’s qualifications and previous experiences are in line with this job description**. Applications must be sent by **13th August 2017** to selezioni@oxfam.it, specifying in the subject: “Selection _JSO _Name _Surname”.

DESCRIPTION

Oxfam Italia is an independent NGO established in Italy (Arezzo) at the beginning of the ‘70s and now working in several countries. Oxfam Italia was born from the experience of UCODEP, an Italian NGO committed for over 30 years in the struggle against poverty and injustice. Oxfam Italia is the Italian member within the Oxfam Confederation, the fourth international coalition in the world, specialized in humanitarian aid and development programmes.

OUR VALUES: Economic justice, access to the basic services, active citizenship, governance and humanitarian aid are the axes that guide Oxfam Italia’s intervention, coherently with the values of justice, human dignity, democracy, solidarity, engagement and simplicity.

Main Responsibilities:

Within the Development Cooperation and Humanitarian Aid Department, the Humanitarian Aid Office is recruiting a Humanitarian Support Officer. Under the line management of the Head of Humanitarian Office, his/her responsibilities will be to support the Humanitarian Desk Officer in the proposal development and implementation of humanitarian projects, ensuring coordination with Countries and with Country Relationship Managers at HQ level, quality and timeliness of the response and adequate reporting.

MAIN RESPONSIBILITIES

The following tasks must be carried out in cooperation with the Humanitarian Desk Officer in order to ensure the best response for the affected populations and to evaluate the conditions for a possible development of activities. His/her main responsibilities will be to:

- Support the Countries in order to ensure the application of quality standards in the implementation and management of the humanitarian programs activities within all the phases of the joint Oxfam humanitarian responses in assigned geographical countries and/or emergencies;
- Ensure coordination with other departments for finalization of contracts with different humanitarian donors and proper start-up of activities in the countries of operation;
- Support in the preparation of reporting for different donors;
- Ensure the monitoring and follow-up to emergency and recovery interventions in which Oxfam Italia is involved in (including monitoring/evaluation missions in countries);
- Support the Countries in the elaboration of concept notes and/or project proposals to be submitted to institutional and private donors, ensuring they are developed coherently with Oxfam Italia procedures and priorities;
- Supervise the timeliness and accuracy of internal reporting and regularly update the Humanitarian Desk Officer of the progress achieved;
- Support the recruitment of humanitarian personnel as needed;
- Support the Humanitarian Office in conducting capacity building of local in-country staff and in collecting and documenting lessons learned;
- Contribute to the elaboration of procedures and tools to improve the Oxfam response in specific thematic issues or geographic areas.

QUALIFICATIONS

- Advanced university degree or equivalent working experience.
- Previous working experiences in managing Humanitarian Aid projects in the field (at least 2 years). Previous experience of work at Head Quarters is an asset.
- Demonstrated experience in writing projects, including for Humanitarian Aid donors
- Previous experience of work in developing countries
- Previous experience of working with local NGOs as partners.
- Knowledge of the humanitarian project cycle management
- Knowledge of the main humanitarian donors, with particular reference to DG ECHO and/or Italian Agency for Cooperation and Humanitarian Aid (AICS).
- Excellent written and spoken Italian, English and French or Spanish.
- Strong computer literacy with a full knowledge of MS Office.
- Culturally sensitive and able to understand and work in a very complex context.
- Problem solving attitude
- Good team player with strong initiative.
- Good inter-personal and communication skills.
- Ability to adapt and work in difficult situations.
- Knowledge of protection and/or WASH is an asset.

SELECTION CRITERIA

CVs will be pre-selected according to their coherence with the required profile. Candidates might be called for interviews and selection tests starting from the first day immediately after the deadline for the submission of CVs. Interviews will be held in Florence (Italy). Travel costs will not be reimbursed to candidates. For candidates who are not in Italy the interview will be first by Skype.

We thank all the applicants but please note that only **those pre-selected for an interview will be contacted.**

*For more information about the organization, please consult our webpage
www.oxfamitalia.org.*