



HUMANITARIAN DESK OFFICER

POSITION:	Humanitarian Desk Officer – Oxfam Italia
STARTING DATE:	July 2018
DURATION:	12 months (renewable)
TPOLOGY OF CONTRACT:	Fixed-term contract: “Dipendente a tempo determinato” III Level CCNL (National Contract of Commerce)
DUTY STATION:	Presence in Oxfam Italy office in Florence on weekly basis is requested, nr. of days to be agreed with line manager. Frequent missions abroad are foreseen for this role, mainly in the Mediterranean, Middle East and Balkan Region, according to the needs.
POSITION IN THE ORGANISATION	Humanitarian Aid Office – Department of Development Cooperation and Humanitarian Aid
LINE MANAGER:	Head of Humanitarian Office
SALARY:	Gross amount per year: range between 25.000 – 26.500 euros, according to the candidate’s previous experience
ALLOWANCES:	Field missions allowance house allowance (TBD)
DEADLINE FOR APPLICATIONS:	21 June 2018

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 **21/06/2018** to selezioni@oxfam.it, specifying in the subject: “*Selection_HDO_Name_Surname*”.

OUR VALUES

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 International Confederation of Oxfam, the fourth international coalition in the world, specialized in humanitarian aid and development programmes.

All our work is led by three core values:

Empowerment: Everyone, from our staff and supporters to people living in poverty, should feel they can make change happen.

Accountability: We take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.

Inclusiveness: We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

Oxfam Italia is committed to safeguarding and promoting the welfare of everyone and expects all staff and volunteers to share this commitment.

DESCRIPTION

Within the Development Cooperation and Humanitarian Aid Department, the Humanitarian Aid Office is recruiting a Humanitarian Desk Officer for the Middle East and the Balkans. Under the line management of the Head of Humanitarian Office, his/her responsibilities will be to support the Humanitarian Office 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 order to ensure the best response for the affected populations and to evaluate the conditions for possible development of activities. His/her main responsibilities will be to:

- Support Oxfam Country Programs in order to ensure quality standards are respected in implementation and overall management of humanitarian programs within all phases of the Oxfam humanitarian responses in assigned geographical countries;
- 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 institutional donors;
- Ensure monitoring and follow-up to emergency and recovery interventions in which Oxfam Italia is involved in (including monitoring/evaluation missions in countries);
- In coordination with Country teams, design and/or develop concept notes and/or project proposals to be submitted to institutional and private donors, in line with Oxfam Italia procedures and priorities,
- Act as the lead and ensure timeliness and accuracy of internal reporting and regularly update on the progress achieved;
- Support the recruitment of humanitarian personnel as needed;
- Support the Humanitarian Office in conducting capacity building of local staff in-country and in collecting and documenting lessons learned;
- Contribute to the elaboration of procedures and tools to improve the Oxfam response in specific sectors/ thematic or geographic areas.

REQUIREMENTS

- Advanced university degree or equivalent working experience.
- Previous experience in managing Humanitarian Aid projects in the field (at least 5 years, and at least 6 months continuously in the same operation). Previous experience of work in project management roles and/or at Head Quarters is an asset.
- Proven experience in writing project proposals, including for Humanitarian Aid donors
- Previous experience of working with local NGOs as partners.
- Knowledge of humanitarian principles and standards.
- 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 and English. French or Spanish are an asset.
- 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 sectors is an asset.

SELECTION CRITERIA

CVs will be pre-selected according to their coherence with the required profile. Candidates will be called for interviews and written 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 information about the organization, please consult our webpage
www.oxfamitalia.org.*