

## Oxfam in Sudan

### Project Manager - Red Sea

**Oxfam is a global movement of people working together to end the injustice of poverty.**

We tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 20 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

**All our work is led by three core values: Empowerment, Accountability, Inclusiveness.**

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of anyone. 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 are recruited to work for us.

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

<b>Position</b>	Project Manager
<b>Contract</b>	Fixed term for one year, renewable
<b>The post reports to</b>	Country Director (Oxfam in Sudan)
<b>Staff reporting to this post</b>	<ul style="list-style-type: none"> <li>- Finance and Admin Assistant</li> <li>- Logistics Assistant</li> <li>- Livelihood and Nutrition Assistant</li> <li>- Project Officer for community-based activities</li> <li>- Project Officer for capacity building</li> <li>- consultants</li> </ul>
<b>Duty station</b>	Field based position in Port Sudan, Red Sea State, Sudan (HECA), with frequent field visit at the project areas and Khartoum office
<b>Key relationships/interactions</b>	<ul style="list-style-type: none"> <li>- Red Sea Line Ministries</li> <li>- Red Sea HAC</li> <li>- UN Agencies at State Level</li> <li>- Cluster meetings at State Level</li> <li>- AICS focal persons at State Level</li> <li>- Local partners</li> <li>- OIT HQ as Oxfam in Sudan Partner Affiliate</li> </ul>
<b>Starting date</b>	Asap
<b>Deadline for submission</b>	July 15 <sup>th</sup> , 2019

## How to apply

Interested candidates should send their **CV**, the details of **3** people who will serve as **professional references**, **self-presentation / motivation letter**, before **July 15<sup>th</sup>, 2019** to the email address ***selezioni@oxfam.it***.

Please specify in the reference: “...***\_name\_surname***”

## Job Responsibilities

### Project Overview

The project targets about 15.000 beneficiaries in Port Sudan locality, Red Sea State, in the following areas: Deim Mayo, Um Algura, Algadiseia, Hoshery, and Alwehda. The project aims at improving Primary Health Care (PHC) services sustainability and accessibility for host communities, migrants, refugees and IDPs. The project objective is to guarantee equal access to mothers and children to the health services at the locality level, and to strengthen the health district by improving local services and living conditions for host communities, migrants, refugees and IDPs. The Project Manager plans, leads, monitors and evaluates the assigned projects by means of managing and reporting on the objectives, the budget expenditure and as per projects' timeframes. The project theme focuses on health and community-based activities, addressing the local health system strengthening, training and coordination. The position is based Port Sudan, Red Sea State, Sudan, with frequent field visit at the project areas and the office in Khartoum.

### Project Management

- Manage the assigned projects in order to meet the project objectives with the allocated budget and in the project time frame, reporting promptly possible operational concerns (e.g. projected failure to meet objectives; increased beneficiary needs; projected over or under spending on project budget);
- Provide strong leadership of the assigned projects, working to ensure both short and long-term positive impacts and outcomes for the beneficiaries, local health authorities and local health staff;
- Contribute to the development of an effective strategy for allowing a smooth exit assuring sustainability;
- Set clear objectives and indicators for health activities;
- Continuously monitor and supervise the health activities, evaluating progresses through outputs and when possible through impacts using appropriately both qualitative information and quantitative data in collaboration with the technical staff and the local team;
- Provide input into the integration of beneficiary participation in all aspects of the project;
- Ensure the reporting of activities to the donor and to Oxfam in Sudan;

- Collaborate to the development of new project proposals based on the assessed needs and gaps in line with the strategy of Oxfam in Sudan;

### **Staff Management**

- Line-manage the project team, including day-to-day management and development of project team based in Red Sea State;
- Facilitate regular meetings for the sharing of information among the project staff, to ensure all staff members are aware of the current work plans and to provide the opportunity for feedback;
- Provide guidance to the staff in order to improve the staff capacity and to develop its ownership and full responsibility for all activities;

### **Financial Management**

- Plan the expenditure in a way to ensure all expenses are done according to the donor guidelines and in line with the standards of Oxfam regarding financial management, including accountability and good governance;

### **Communication & Coordination**

- Develop appropriate and supportive communication structures with relevant stakeholders (e.g. beneficiaries, community leaders, government officials, UN agencies and other NGOs);
- Participate in coordination and cluster meetings, internal trainings of Oxfam in Sudan, and other working groups, with a representing function of the contract holder vis a vis with the donor reporting to Oxfam in Sudan on relevant issues;

### **Quality Management**

- Ensure activities are implemented in line with donor requirements and in accordance with Oxfam in Sudan, donor, country and international standards i.e. Sphere and HAP standards;
- This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary;

## **Qualifications**

### **Essential qualifications**

- At least 4 years' project management or program management experience at international level;
- At least 2 years' experience with EU funded projects and proven experience in project implementation;
- Bachelor degree in Political science, International relations, International Development studies, Medicine and Public health, Public Management, or other relevant fields;
- Proven experience of PCM, including planning, implementing, monitoring and evaluation of projects activities according to EU standards;
- Demonstrable expertise in project, budget and resource management, and strong management skills in complex and challenging work environment;

- Ability to operate with remote supervision, setting own milestones and goals, and ability to work effectively under pressure;
- Ability to develop personal contacts to negotiate significant or controversial issues involving diverse viewpoints, goals or objectives;
- Ability to solve problems pragmatically, using analytical, conceptual, strategic and forward-thinking capacities;
- Ability to develop personal development programs for the local counterpart staff;
- Fluency in English and Italian (C1/C2 according to the CEFR standards);
- Excellent interpersonal and public relations skills, including ability to build external relationships with project stakeholders and local partners;
- Demonstrable expertise in management of human resources, with strong leadership skills in fostering teamwork, developing and motivating others, coaching, and managing change and conflict-resolution;
- High level of proficiency in Outlook and Microsoft Office, including Word, Excel and PowerPoint;
- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities;
- Commitment to apply the gender/gender mainstreaming, women's rights, and diversity for all aspects of development work;
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible;
- Excellent reporting skills;
- Able to travel domestically up to 20% of the time;

#### **Desirable qualifications**

- Master's degree in Political science, International relations, International Development studies, Public health, Public Management, or other relevant fields;
- Previous experience with projects funded by Italian donors and proven experience in project implementation is an asset;
- Previous experience in Sudan is an asset;
- Knowledge of Arabic language is an asset;
- Knowledge of humanitarian principles, Sphere and HAP Standards;

#### **Organizational 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.
- **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.
- **Inclusiveness** – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.



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**Key Behavioral Competencies - Based on Oxfam's Leadership Model**

<b>Competencies</b>	<b>Description</b>
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision-making modes to the context and needs.
<b>Influencing</b>	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.
<b>Humility</b>	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.
<b>Relationship Building</b>	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.
<b>Listening</b>	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
<b>Mutual Accountability</b>	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.
<b>Agility, Complexity, and Ambiguity</b>	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.
<b>Systems Thinking</b>	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.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	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.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our



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	self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	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.

### **Submission of applications**

Interested candidates should send their **CV**, the details of **3** people who will serve as **professional references**, **self-presentation / motivation letter**, before **July 15<sup>th</sup>, 2019** to the email address ***selezioni@oxfam.it***.

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