



## CHIEF OF PARTY – OXFAM IN SERBIA

<b>Role</b>	Chief of Party
<b>The post reports to</b>	Humanitarian Office
<b>Staff reporting to this post</b>	4 directing reporting (+11 staff reporting to these 4)
<b>Duty station</b>	Belgrade – with frequent travels to other areas of Serbia
<b>Budget Responsibility</b>	8,3 million Euros (the whole program) 2,5 million Euros (direct OIT implementation)
<b>Starting date</b>	September 2019
<b>Duration of the contract</b>	6 months – with possibility of extension
<b>Deadline for submission</b>	14 August 2019

### **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 a misconduct disclosure scheme, criminal records and terrorism finance checks.

### **How to apply**

Interested candidates should send their **CV**, the details of **3** people who will serve as **professional references**, **self-presentation letter**, before **August 14<sup>th</sup>, 2019** to the email address [selezioni@oxfam.it](mailto:selezioni@oxfam.it).

Please specify in the reference: Chief\_of\_Party\_2019\_ **name\_surname**"

### **The context / The project**

Since May 2015, Serbia, like other countries in the Western Balkans, has seen a massive influx of refugees and migrants in transit from Greece to Hungary or Croatia. Oxfam Italia is committed to respond to the needs of refugees and migrants who are crossing specifically Serbia and FyROM. Currently, through the EU Regional Trust Fund (EUTF) in Response to the Syrian crisis ('Madad fund'), Oxfam Italia is providing food to around 5,000 migrants, refugees and asylum seekers hosted in 15 reception centres in Serbia. The food distribution is expected to be completed by the end of January/beginning of February to be resumed by the governmental

authorities and other INGOs/IGOs, nevertheless Oxfam Italia, is planning to continue its presence in the country to contribute to increasing human rights protection.

The current EUTF project is implemented by a Consortium of three organisations – Oxfam Italia, CARE Deutschland and CARITAS Serbia – and aims to assist migrants, refugees and asylum seekers in Serbia in accessing nutritious and culturally appropriate food (three meals per day). The project is building on the lessons learned by the 4 partners in previous implementation of food provision activities, in coordination with ECHO, the Commissariat for Refugees and other Serbian authorities, UN agencies and other humanitarian actors.

The “Food Consortium” requires a Chief of Party, who will ensure timely and quality implementation of the consortium’s project, according to the approved proposal and in accordance with the rules and regulations of the donor and will facilitate effective coordination between consortium partners and strategic external relations with local authorities, INGOs/NNGOs/INGOs and donor in country and at Brussels level.

The position will be hired and managed by Oxfam Italia HQ based in Florence, as leader of the Consortium, and will directly report to Oxfam Italia Head of Humanitarian Office.

## JOB DESCRIPTION

The Chief of Party will be the final responsible for the following tasks:

- Providing overall project leadership, management, and technical coordination;
- Ensuring external representation of the Food Consortium activities and mission;
- Ensuring compliance to contractual rules (with donor and partners) including purchase and visibility rules and to Oxfam’s policies and SOPs;
- Supervising project technical and support (administrative and logistic) staff;
- Liaising with governmental counterparts to support the Action and future collaborations;
- Participating in internal/external evaluations to assess progress and contributing to put in place recommend solutions;
- Coordinating board and steering committee meetings and representing the food consortium at sector meetings and meetings with external stakeholders;
- Provide strategic guidance in unifying approaches between Consortium members across different reception centres and ensure the application of common quality standards in food provision and M&E between the partners in all the phases of humanitarian response;
- Oversee the financial management system for the project, and – in conjunction with the Finance Manager – develop and monitor the project budget;
- Lead on intermediate and final narrative and financial reports in coordination with the Finance Manager and the Programme Coordinator and ensure quality and time effectiveness of reporting processes;
- Manage the Consortium Team: Field Monitors, Programme Coordinator, Strategic Partnership Manager, MEAL Manager, MEAL Officer, Finance Manager, Finance Officer, Finance Assistant, and #2 consultants (Nutritionist and MEAL).
- Participating to new proposal development in line with the Protection Strategy for Serbia.

**This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.**

## QUALIFICATIONS AND SKILLS REQUIRED

### Essential requirements:

- Advanced university degree in development studies, public management or other related field;
- At least 8 years of relevant professional humanitarian or development experience with an international organization;
- At least 5 years of experience in a managerial position with regards to Humanitarian Aid projects in the field;

- Demonstrated ability to implement projects with rigorous deliverables and timelines in accordance with set timeframes and donor regulation;
- Experience of managing large grants from major international donors, particularly European Union;
- Demonstrated experience in writing projects, including for Humanitarian Aid donors;
- Demonstrated capacity in office management, including capacity building of staff;
- Previous experience managing diverse teams to deliver results on short timelines, including the development of spending plans, procurement plans and workplan;
- Knowledge of the main humanitarian donors, with particular reference to DG ECHO.
- Excellent spoken and technical writing ability in English, including report writing;
- Strong computer literacy with a full knowledge of MS Office.
- Excellent budget planning and management skills, previous experience effectively managing big-size grants;
- Strong verbal communication skills and effective in representation and liaison with external actors
- 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.

#### **Preferential requirements:**

- Previous experience in food assistance projects is highly desirable;
- Knowledge of local language and/or regional experience is an asset;
- Knowledge of protection;
- Experience in design and use of monitoring and evaluation system across different organizations;

#### **SELECTION PROCESS**

CVs will be pre-selected according to their coherence with the required profile. Selected candidates will be contacted for a written test and those who are considered eligible will be called for interviews. Interviews will be held in Florence, Italy. Travel costs on account of candidate. For candidates who are not in Italy the first interview will be conducted through phone or Skype.

**We thank all those who apply, however, only those selected for an interview will be contacted.**

Note: for more information about the organization, please consult our webpage: [www.oxfamitalia.org](http://www.oxfamitalia.org)