

HUMANITARIAN DESK OFFICER

CODE 1824_DESKHUMAN

DEPARTMENT/OFFICE Programs, Humanitarian Action Program

REPORT TO Humanitarian Program Lead

DUTY STATION Main office is located in Florence, with flexibility for remote work to be agreed upon with the line manager. Missions abroad are foreseen, mainly in the Middle East, Horn of Africa and Southern Africa, according to the needs.

TYPE OF CONTRACT 12-month fixed term contract (Coordinated and continuous collaboration Co.Co.Co.) with prospects for continuation

APPLYING BEFORE: 30 June 2024. The selection is urgent; shortlisted candidates will be contacted for interviews during the first half of July.

STARTING DATE: No later than September 2024 - October 2024

Who is Oxfam

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 21 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 70 countries.

Safeguarding and Code of Conduct

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 promoting the welfare of anyone. Oxfam expects all staff and volunteers to share this commitment through our code of conduct and Feminist Principles of Oxfam. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The Value that led us

All our work is led by our core values:

Empowerment: We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.

Equality: We believe everyone has the right to be treated fairly and to have the same rights and opportunities.

Accountability: We take responsibility for our actions and inaction and hold ourselves accountable to the people we work with and for.

Inclusiveness: We embrace diversity and difference and value the perspectives and contributions of all people and communities in their fight against poverty and injustice.

Solidarity: We join hands, support, and collaborate across boundaries in working towards a just and sustainable world.

Courage: We speak truth to power and act with conviction on the justice of our causes.

Context/Project Description

Oxfam Italy is the Italian member within the International Confederation of Oxfam, the fourth international coalition in the world, specialized in humanitarian aid and development programs. Oxfam Italy as one of the Affiliates member of the Oxfam Confederation has a long- standing experience and engagement in Oxfam humanitarian responses, leading contracts with DG- ECHO

and the Italian Agency for Development Cooperation (AICS) in the following sectors: Wash, Emergency Food security and Livelihoods, Disaster Preparedness, Protection as the main sectors.

The Role

Within the Program Department, under the Humanitarian Action Program, the **Humanitarian Desk Officer** will contribute to the implementation of Oxfam Humanitarian programs in Middle East, Horn of Africa and Southern Africa. Under the line management of the Program Lead, the person responsibilities will be to support the Humanitarian Action Program in proposal development and supervision of the implementation of humanitarian projects, ensuring coordination with Country Teams compliance, quality and timeliness of the implementation, adequate reporting according to donor's requirements, supporting donor's relations, in coordination with other offices in Oxfam Italy (Grant Management Office and Institutional Funding Office).

Main Responsibilities

The Humanitarian Desk Officer will be the final responsible for the following tasks:

- Support Oxfam Country Programs in order to ensure that quality standards are respected in the implementation and overall management of humanitarian programs within all phases of the Oxfam humanitarian responses in assigned geographical countries
- Contribute to further develop the Oxfam Italy engagement in current and new countries of operations
- In coordination with the Institutional Funding Office in Italy and funding managers in countries, contribute to the engagement with humanitarian donors, DG ECHO (ECHO) and Italian Agency for Cooperation and Humanitarian Aid (AICS) in particular
- In coordination with the Institutional Funding Office in Italy and Country teams, elaborate and/or develop concept notes and project proposals to be submitted to institutional donors, in line with Oxfam Italia procedures and priorities
- Ensure the proper start-up of grants and activities in the countries of operation in coordination with other offices and teams
- Lead and support the preparation of reporting for different institutional donors (mainly AICS and ECHO)
- Ensure monitoring and follow-up of emergency and recovery interventions in which Oxfam Italy is involved (including monitoring/evaluation missions in countries);
- Act as the lead and ensure timeliness and accuracy of internal reporting and regularly update on the progress achieved
- Support in the management of small grants / subgranting scheme to partner organisations;
- Contribute to capacity building of local staff in-country and in collecting and documenting lessons learnt
- Participate to Oxfam international groups as per the needs
- Participate in the recruitment of new interns, ensure guidance and support as per the needs during the internship period

Experiences and skill 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 position
- Previous work experience in project management and/or at Headquarters is mandatory
- Proven experience in writing project proposals for Humanitarian Aid donors (ECHO and AICS in particular) and experience in the implementation of humanitarian grants

- Knowledge of humanitarian principles and standards
- Proficient level of written and spoken Italian (C2)
- Excellent written and spoken English is mandatory. French and/or Spanish are desirable.
- Knowledge of WaSH, Emergency Livelihoods and Food Security (including cash) and Protection will be considered desirable.

Key Competencies required

- Culturally sensitive and able to understand and work in complex contexts
- Problem solving and ability to work under pressure
- Good team player with strong initiative
- Good inter-personal and communication skills
- Ability to adapt and work in complex situations

This Job Description is not attached to the employment contract. It is intended as a guide and may be subject to change from time to time in light of strategic developments in the position.

How to apply

We invite interested candidates to send an **email by 30 June 2024** to selezioni@oxfam.it with the subject line referencing the position "1824_DESKHUMAN_first_name_last_name" and attaching:

- **CV**
- **Cover letter highlighting how** skills and professional experiences align with the desired profile
- **Desired salary expectation** expressed in gross monthly or annual terms
- **3 references from HR departments** or, if unavailable, from offices performing HR functions, including names and contact details (email and phone), who will be contacted only in the final stages of the selection process.

Selection Process

The received CVs will be pre-screened based on alignment with the required profile. Selected candidates may be contacted starting the day after the CV is received.

The selection process (individual interviews and possible written tests) will be conducted via virtual meetings or at the Florence office; any transportation costs to participate in the selection process will be borne by the candidates.

Note: References will be checked in the final stage of the selection process. There may also be additional specific checks, such as criminal record checks if the role involves contact with minors, and anti-terrorism financial checks.

For more information about Oxfam Italy, please visit the website: www.oxfamitalia.org
For more information about Oxfam Intercultura, please visit: [Oxfam Intercultura - Oxfam Italia](#)

I declare that I have read and understood the Privacy Policy regarding the recruitment process of Oxfam Italia Onlus available at the following [LINK](#).

I declare that I have read and understood the Privacy Policy regarding the recruitment process of Oxfam Italia Intercultura available at the following [LINK](#)

