

GENDER AND PROTECTION OFFICER

KIGOMA REGION

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 committed to promoting the welfare of children, young people and adults. 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.



OXFAM

Annual Salary and Benefits	-
Internal Job Grade	- D2
Contract type	- Fixed term (10 months)
Reporting to	- Humanitarian and Resilience Building Programme Manager-Kigoma
Staff reporting directly to this post	- Gender and Protection Assistant
Key relationships/interactions	- Sector leads for the BRR programme, District Gender Desk, District Community Development Department, Implementing Partners
Location	- Based in Kibondo

Shaping a stronger Oxfam for people living in poverty.

Department Purpose: To save lives now and in the future

Team Purpose: OiTZ continues to work closely with UNHCR to manage and support design & delivery of a high quality WASH programme for up to 86,000 Burundian refugees that are currently settled in Nduta camp, in Kigoma region of N.W.Tanzania following political violence that erupted towards the end of April 2015. Oxfam has also been delivering EFSVL interventions that have supported vulnerable households in these camps to improve access household income and food diversity. Oxfam's interventions have also considered the WASH and Food security and livelihoods need of up to 10 hosting communities in villages adjacent to these camps to reduce vulnerability and enhance harmonious co-existence. To implement Oxfam's strategic and operational priorities related to Gender Justice, Oxfam teams conduct protection mapping and risk management in the camps and targeted host community and ensures safe programming by mitigating and responding to related protection risks.

Job Purpose: The role provides leadership in strengthening Oxfam's commitment to protecting women rights through effective integration and response to Gender in Emergencies (GiE) considerations for both refugees in Nduta camp and targeted host communities of Kibondo District as a component of Humanitarian and Resilience Building Programme Strategy. The role will enhance the capacity of the team to meet the Minimum Standards of Gender & Protection mainstreaming in the key programme sectors of WASH and FSL while exploring opportunities for transitioning to standalone gender justice programming.;

Job Responsibilities: The Gender and Protection Officer will work with closely with different teams to provide technical/expertise inputs into the different sectoral activities of the programme; implementing specific gender & protection mainstreaming activities under different donor funding and ensuring the GiE minimum requirements are met throughout the project cycle. She /he will strengthen coordination with other protection and gender focused agencies and structures within the targeted camps and host communities.

Technical

- As part of an integrated response team, participate in assessments in both Host and Refugee communities, consulting with local communities, staff and other stakeholders to identify and create a better understanding of the critical Gender and Protection concerns and priorities for the BRR programme
- Work with the program teams in the planning and delivery of the Gender and protection activities under different donors; engaging the communities to ensure that the needs of men, women, girls and boys are adequately addressed in line with the Gender Minimum Standards.

- Working closely with the MEAL team, ensure integration of gender & protection into MEAL processes; setting of specific indicators for process monitoring and follow up and supporting teams in getting gender specific information and gender disaggregated data
- In consultation with the target beneficiaries, design and develop relevant IEC materials that are relevant to the context and echoes messaging relevant Gender and Protection issues identified (including referral pathways)
- Regularly revise and update Gender and Protection assessment tools, conduct Gender/Power Analysis and risk assessments for planned activities
- Contribute sector specific information in proposals and internal and external (including donors) reports
- Prepare Gender and Protection interest stories/case studies/fact sheets and demonstrate the impact of Oxfam's work in both Refugees and Host Community in relation to developments/achievements around women leadership empowerment, GBV prevention and risk reduction
- In coordination with Protection lead agencies, ensure that Gender and Protection cases related to Oxfam services are reported appropriately and in line with set SOP, follow up and keep track of the cases and ensure that the victims have gotten access to required services or survivors utilize the services available at both host community and camp.
- Enhance meaningful participation of women and men in leadership and program activities and ensure proper documentation of community led initiatives (meetings, dialogues, action plans).
- Provide technical support to and identify opportunities for the development of relevant advocacy and communication/information materials to address Gender and Protection in the BRR /DRR interventions

Leadership & Capacity building

- Strengthen Gender and Protection Mainstreaming implementation of activities, identifying capacity gaps/needs of the staff and partners in gender & protection mainstreaming and safe programming and developing appropriate strategies/approaches to address them taking into consideration the local context and response timeframe.
- Deliver/ participate in trainings tailored towards enhancing capacity of Oxfam staff, partners and community-based structures around safe programming, giving participative training on GBV issues and ensuring that PSEA SOPs are well understood and implemented
- Work closely with the sector leads and partners to ensure that training delivered under different sectors (WASH, EFSVL, DRR and support functions) include components of Gender and protection mainstreaming.
- Support the teams in setting up of systems, collection and analysis of sex- and age- disaggregated data (quantitative, qualitative and anecdotal) as well as streamlining the needs assessment, collection and analysis so that it can be more effective in meeting beneficiary needs

Coordination /Representation

- As a Gender and Protection focal person for Oxfam's interventions in the region/districts, ensure ongoing engagement with the relevant district departments and structures and support monitoring/addressing of Gender & protection concerns (especially GBV) in line with the programme objectives
- Represent Oxfam in various working groups within in both the Refugee and Host community and coordinate with partners and working groups on Gender/Protection as well as SGBV
- Build strategic alliances with other key actors internally and externally to advocate and strengthened SOPs for handling Gender and Protection issues identified in the communities.
- Strengthen the linkage between Gender and Protection programming within the BRR/DRR with OITZ Development programs in different regions.
- Maintain linkages with sector advisors across the organisation, collecting and promoting replicable good practices and learning within country and across the region especially in relation to standalone Gender Justice programming
- Liaise and maintain pro-active links with other organisations working in the district to influence ways of working and ensure that vulnerabilities and interests of women, children and other PSNs are put at the centre of the response programme in the region
- As a Gender and Protection Focal person for Oxfam. ensure that outcomes of the available coordination mechanisms are shared to inform programming and key areas such as referral pathways are covered and well understood by Oxfam and partner staff, and all incentive workers and other support groups in the camps and host communities

Other

- Eager and required to adhere to Oxfam's principles and values ([click here](#)) as well as the promotion of gender justice and women's rights ([click here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Aggressively promote zero tolerance to fraud, aid diversion and any form of malpractice by creating massive awareness to partners and staff

Job Requirements

Essential: Good written and spoken English, ability to work in a team, lead and supervise

Desirable: Working knowledge of Kiswahili or any of the local languages in the region

Education:

- A minimum of a first degree in Gender Studies, Development Studies, Social Sciences, Social Work or relevant field, Masters in Social Anthropology or Gender or any of the related field; combination of diploma/certificate training in Project Planning is an advantage

Experience:

- At least 2-years work experience in a Non-Government environment, experience in implementing programs for vulnerable groups & women in emergency responses is an advantage.
- Good understanding of the camp and host community context and sufficient field experience in similar environment
- A good understanding of and ability to identify and analyse protection and gender issues with previous exposure to gender & protection risk analysis to inform program teams/activities.
- Good communication and training skills with the ability to interact with a wide range of people, able to communicate in oral & write Kiswahili and English, working knowledge of local languages of the refugees (Kirundi) is an advantage.
- Ability to work under pressure and to be flexible in work tasks
- Sensitivity to the needs and priorities of disadvantaged and other vulnerable groups.
- Excellent teamwork and interpersonal skills, willing to support and learn
- Well organised, with good attention to detail and developed ability to prioritise tasks to meet tight deadlines and organise work in a complex setting
- Strong analysis and planning skills; ability to identify problems and proactively and creatively develop solutions and generate information for proposal development/fundraising.
- Strong skills in preparing workplans and writing concise report; must be computer literate, with ability to use Microsoft Word, Microsoft Excel, email and internet.

Key Attributes:

- Sympathy with the aims and objectives of Oxfam.
- Commitment to humanitarian principles and action
- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn more about Oxfam's approach to GiE, women's rights, and diversity for all aspects of humanitarian and development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, Oxfam International procedures and other regulatory codes (e.g. Sphere Minimum Standards and InterAction Field Co-operation Protocol, HAP).

Organisational 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.

**Key Behavioral Competencies
(based on Oxfam’s Leadership Model)**

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	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.
Humility	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.
Relationship Building	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.
Listening	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.
Mutual Accountability	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.
Agility, Complexity, and Ambiguity	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.
Systems Thinking	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.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	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.

Job Description Template

Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	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.