

AT OXFAM, WE **WON'T** LIVE WITH POVERTY.

Together we can end extreme poverty for good. Will you join us?

ICT IN PROGRAMME ADVISOR - HUMANITARIAN PROGRAMME STRATEGY & IMPACT TEAM

Closing date: 30th November 2018

Interview date: 11th & 13th December 2018

Vacancy reference: INT4930

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 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

ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

OUR VALUES

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.

OUR TEAM

The vision of the Programme Strategy and Impact Team (PSIT) is to increase the positive impact of programme interventions in support of our aim to alleviate the injustice of poverty. We do this by driving higher quality programming and learning within Oxfam, developing more integrated approaches to programming, by networking across teams and offices and increasing the influence of Oxfam's leadership on policy and practice internally and externally.

PSI Team's contribution to impact happens through support to strong programming in Economic Justice, Gender Justice, and Sustainable Water for all across a range of contexts, from poor to rapidly-developing middle income countries, among which many are fragile and affected by conflict; and through contributions to the impact of others outside of Oxfam. In support of this we work with others to enhance the quality of, and funding for, Oxfam programmes by developing more integrated, evidence-informed, analysis and strategy-driven approaches to programming; drive higher quality knowledge and learning; and increase the influence of our thought and practice internally and externally. The purpose of the ICT in Programme team is to support programme staff to benefit from the enabling role of information communications technology (ICT4D) to drive quality programming.

WHAT WE ARE LOOKING FOR

A driven team player with expertise in humanitarian response and digital technology and ability to bridge strategic thinking on resource and policy level with practical realities of resource constrained contexts.

JOB PURPOSE

The job purpose is to lead through the realization of the Humanitarian Department's strategy on the use of ICTs in emergency response and provide advisory support for effective implementation, with a particular focus on the introduction and scaling of new tools and approaches.



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CORE DETAILS

Location: Oxfam GB EA Countries (*United Kingdom - Bangladesh - Indonesia - Myanmar - Nepal – Pakistan – Philippines - Tajikistan – Thailand - DRC - Ethiopia, Kenya - Rwanda – South Sudan - Tanzania - Iraq - Jordan - Lebanon - Russia - Syria - Yemen – Malawi - Zambia - Zimbabwe - Ghana - Liberia - Mali - Sierra Leone*).

Salary: Depending on location.

Grade: Depending on affiliate.

Contract type: Fixed Term – 1 year (Maternity Cover)

Hours of work:



This is a full-time role. Oxfam offers

various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage.

This role reports to:	ICT in Programme Lead
Staff reporting to:	ICT in Programme Humanitarian Support Personnel
Annual Budget:	None

KEY RESPONSIBILITIES

Thematic thought leadership and technical advisory support

- Drive thought leadership and organisational learning on the use of key digital technology platforms and applications of Responsible Data (eg GIS, community engagement, localisation agenda etc), ensuring technology choices and partnerships are aligned with humanitarian strategy objectives, are clearly communicated and support longer-term sustainable and ethical ICT integration.
- Initiate and/or maintain oversight of global pilots and projects incorporating ICTs in Humanitarian Programmes providing strategic technical advisory support and ensuring coordinated activities and strategic investment across multiple countries, teams and departments.
- Initiate and oversee the development of key learning and communications products across various platforms in collaboration with the wider team, other affiliates and multiple internal teams (GHT, Policy and Practice, PQ) to help drive forward awareness raising and dissemination of best practice engagement with ICTs, managing multiple stakeholder expectations, including task management of multiple contributors to larger projects led or supported by the ICT in Programme team.

Strategic leadership

- In collaboration with Humanitarian and Information Services staff, develop and support delivery of a strategy and plan to roll out applications of ICTs in humanitarian programming
- Maintain excellent working relationships across the organisation to drive forward opportunities for collaboration and ensure appropriate information flows between relevant stakeholders
- Convene relevant stakeholders to make decisions on investment in tools in a timely and appropriate manner considering internal and external factors
- Drive organisational thought leadership on the opportunities for ICT to enable Oxfam to harness benefits of accuracy, accountability and scale
- Contribute towards inter-affiliate collaboration, leading on projects and workstreams as appropriate and liaise closely with and influence colleagues in other teams
- Increase visibility internally about the potential role of ICTs in humanitarian programming, while maintaining ICT in Programme Team principles
- Support fundraising efforts for programme extension or complementary programme initiatives as required and encourage embedded budget lines for ICT related activities within future concepts and projects to ensure ICTs are increasingly better resourced and planned for in humanitarian projects

Linking and Learning

- Support and communicate evidence based learning to share practices and provide peer support across cross cutting areas
- Capture learning on ICT projects for sharing across the organisation through internal knowledge management tools
- Liaise with internal stakeholders, affiliates and external contacts to share learning on ICT4D initiatives that may be applied to other projects and contexts
- Work with Monitoring, Evaluation, Accountability and Learning (MEAL) teams to measure the impact of ICT4D

Representation advocacy and communication

- Represent Oxfam externally at relevant events and conversations, as well as lead engagement with key external stakeholders
- Keep on top of trends in the ICT4D sphere, ensuring relevance to Oxfam is communicated to relevant staff and informs decision making

Willingness to travel. Occasional unsociable hours. Significant VDU work.

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.

SKILLS, EXPERIENCE AND KNOWLEDGE

Essential

- Knowledge of the ICT4D environment and understanding of emerging trends including developments in mobile data collection and digital beneficiary management
- Experience of deploying applications of ICTs in humanitarian programming

- Experience in providing advisory support to senior managers and project staff with well-developed ability to facilitate learning and knowledge management
- Strong analytical skills with proven track record of problem analysis and complex problem solving
- Excellent communications skills, both written and verbal with well developed ability to motivate and persuade at various levels
- Strong interpersonal skills and ability to work effectively in a multicultural environment
- Well developed ability to manage complex networks of relationships and facilitate learning
- Proven ability to lead influence and work effectively with others to achieve results
- Experience of effectively managing a network of relationships at a distance
- Able to lead on complex projects involving multiple stakeholders, both internal and external, and experience of working in virtual teams
- Ability to prioritise and drive to achieve results
- Team played self-motivated ability to work with little supervision

Desirable

- Experience of proposal development and fundraising
- Gender analysis skills and experience
- Language skills in Arabic French or Spanish

Key Attributes:

- 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 about the application of 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.

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.

FOR INTERNAL USE ONLY:

GRADE: B

JOB FAMILY: Programme

DIMENSIONS:

- Required to support the development of long term vision and strategic planning to achieve significant impact through the introduction of ICTs in humanitarian programming
- Inspires and helps build the capacity of staff at country, regional and HQ working to introduce ICTs in humanitarian programme contexts

- Represent Oxfam as a leader in appropriate and ethical applications of ICTs in humanitarian response
- Manage and develop significant external relationships with influential ICT4D experts and other key stakeholders
- Management tasks and problems are diverse and complex and involve a significant degree of risk (financial, security, brand)
- Support the formulation, organisation and delivery of strategic programmes and actively participate in influencing relevant stakeholders and support coordination of the adoption of ICTs in humanitarian programming across the confederation
- Decision-making is strategic and operational with a high degree of judgement based on specific problem solving experience and a range of external and internal factors
- Advises senior management on technical issues or strategic direction relating to adoption of ICT in Humanitarian Programming based on in depth analysis
- Support fundraising efforts with programme information and expertise
- Analyse and communicate complex information to wide audiences
- Support aspects of programme quality, including Monitoring, Evaluation and Learning (MEL)
- Develop support functions for scale up and contingency planning in preparedness and deployment of ICT capacity in emergencies

At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job description is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job description is not incorporated into the employment contract.

HOW TO APPLY

Apply online

- Go to: for external applicants: <https://jobs.oxfam.org.uk>
- For internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number
- Complete the online application process
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

What will I need

- Each recruitment is unique and you will need to follow the instructions part of the online application process. You will usually be asked to provide:
 - Your personal contact details
 - The details of your referee(s)
 - Details on how you meet the skills, experience and knowledge that are required for this role

Support and help

- Look at our how to apply section for helpful tips <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job>
- Technical glitch? If you have any issues when submitting your application please contact recruitmentteam@oxfam.org.uk
- We are unable to accept prospective application but you can sign up for our job alerts here <https://jobs.oxfam.org.uk/alertregister/>



Oxfam is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

HOW TO FIND OUT MORE ABOUT US

Find out about everything we do - <http://www.oxfam.org.uk/what-we-do>

Get a feel of what it is like to work at Oxfam - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam>

Find out more about our pay & benefits - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/what-oxfam-offers>

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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.

Job Description Template

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.
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. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.