



**OXFAM**

**PROGRAMME PARTNERSHIP  
OFFICER**

***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.***

<b>Annual Salary and Benefits</b>	- According to Oxfam Salary Scale
<b>Internal Job Grade</b>	- D2
<b>Contract type</b>	- Fixed Term - 2-years contract
<b>Reporting to</b>	- Programme Coordinator
<b>Staff reporting directly to this post</b>	N/A
<b>Key relationships/interactions</b>	-
<b>Location</b>	- Dar es salaam

**Shaping a stronger Oxfam for people living in poverty.**

### ***Department Purpose***

The **Programme Management Unit** will be accountable for ensuring that programmes are designed and delivered according to the Oxfam Minimum Standards for Programming and that the correct programme information is collected timeously, reviewed regularly and used to inform decision making related to programme implementation and partnerships.

The team will manage all partner relationships and be responsible for the timely, high quality programme delivery. Primarily responsible for programme strategy and resource mobilisation, the team will also act as a primary interface between Oxfam and its partners and beneficiaries, as well as with donors and other programme stakeholders

### ***Job purpose***

The Programme Partnership Officer will ensure that specialised technical and thematic information are available to all projects and that the projects meets the highest standards. The job holder is a primary liaison with the community, partners and other stakeholders ensuring visibility in the community, builds viable relationships, protecting the Oxfam brand with mutual respect and adherence with the Oxfam six principles of partnership. Constantly monitor trends, activities and changes in the programme/project area and report regularly to Programme coordinator on the programmes performance status. The job holder will have the responsibility of ensuring that there is proper documentation of learning, collect information and develop lessons for programme development. He/she will map information and technical support needs for partners, liaise with respective technical team to address partners' challenges.

## Key Responsibilities

# 1 TECHNICAL

## 1.1 Programme delivery and partnership support

- Support consultants and researchers including accompany to the field as required, in accordance with Oxfam policy and procedures.
- Close follow up of partners and support with the preparations of reports (narrative and financial) to ensure that projects are completed and closed.
- Ensure partners understand the donor funded projects' requirements, expected outcomes, monitoring and reporting requirements;
- Participate in the processes of assessing partner capacity and performance as assigned by the Programme Coordinator
- Work with the Program Quality Team and the Business Services Team to develop and implement plans to respond to partner capacity and performance gaps
- Monitor and share programme updates with the Programme Manager, and when necessary to respond challenges and risks emerging from programme delivery.
- Conducting relevant stakeholders mapping with respect to the project requirements and local context in ensuring higher level of engagement is attained for high quality programme delivery with effective and efficiency manner.
- Identifying and mapping out the key actors in sunflower value chain nodes and document their key roles and engaging them in collaboration with implementing Oxfam partners for effective sunflower value chain implementations.

## 1.2 Data collection;

- In collaboration with programme quality (PQ) team, the job holder will ensure appropriate and accurate data is collected, and saved in secure places at both Oxfam and partners database.
- In collaboration with PQ, ensure that the number of people benefited from the program disaggregated by sex and other categories depending on the program's specific priorities.
- Responsible for documentation of lessons learned after each program review and highlight results/risks, ensure that partners participate actively in discussions on risks and develop joint action plan to address the risks.
- Provide oversight to partner's database for accuracy

# 2 LEADERSHIP

- In line with donor requirements and expected output and outcomes, the programme partnership officer will provide strategic and technical leadership in development of

partnership operation planning and budgeting, and implementation of programme in accordance with agreed operation plan and budget.

- Provide thought leadership to partners in ensuring that the programme achievements are relevant and contextualized
- Provide leadership and management support to all partners and their respective technical delivery team in ensuring that programmes are performed and delivered with the highest quality possible, report are developed, collected and shared to the management team on time and, lessons/success stories are gathered, documented and shared
- Provide support on campaigns around women empowerment, youth, land and governance to ensure that land, economic and human rights are observed and there is increased access to land especially to women.

### 3 MANAGEMENT

- Manage and support partners' teams to deliver as per agreed contract and programme operation plans.
- Support the engagement of partners including contracting, planning, monitoring and management of the partners working in the area.
- Ensure that partners are in line with agreed Oxfam's Human Resource policies, procedures and standards as stipulated in their contracts.
- Ensures that partners assessment exercise has been effectively conducted, capacity gaps have been identified, documented and shared as well as capacity development plans and budgets are in place.

### 4 JOB REQUIREMENTS

#### 4.1 Education:

- An under-graduate qualification in Development studies, Food security & Livelihoods, Rural Development, Agriculture, communication, project management, statistics or any related discipline relevant to the requirements or experiences in managing partnership and livelihoods programmes could substitute for a formal qualification).

#### 4.2 Experience:

- A minimum of four years' relevant experience working in the field of community or rural development or livelihoods and partnership driven programmes. It is desirable that at least 2 of these years will have been spent working at programme coordination roles with a locally based or international organisation.
- A sound understanding of the political, economic, social and cultural environments impacting on rural livelihoods in Tanzania particularly in the costal and southern part of

Tanzania with proven understanding and experience with fishing and extractives industries communities.

- Support the engagement of partners including contracting, planning, monitoring and management of the partners working in the area.
- Develop key partnerships with the Government of Tanzania and other stakeholders including private sector actors.
- Excellent management skills and experience of managing partners and contracts with confidence and experience in external representation.

### **4.3 Essential**

- Commitment to Oxfam's overall aims, values and policies and experience of promoting women's rights and the interests of marginalized people in all aspects of Oxfam's work
- Strong organisational and personnel management skills, with ability to prioritise work issues to meet deadlines with minimal supervision and adjust to constantly changing situations while maintaining focus on delivery and follow-through
- Demonstrable program management and quality skills, with ability to ensure consistent quality against standards and to implement effective monitoring and evaluation systems to assess and correct programme performance
- Analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable actions and plans
- Sufficient knowledge of the political economy in Tanzania, politically astute, with a good understanding of key external organisations, how they operate and make decisions, and the country development context
- Knowledge and experience of governance, extractives and gender programming principles, strategies and approaches for ensuring gender mainstreaming/integration into programmes
- Knowledge of advocacy and campaigning approaches and how these integrate with long term development work at local level or the programme area.
- Skilled on partnership management in a partner-led operational approaches, developing and supporting partner organisations to achieve direct impact and results relating to the programme objectives
- Knowledge of capacity building, learning and development activities and how to create a learning and sharing environment.
- Extensive experience on coming up with issues in the programme area leading the design and implementation of development programmes
- Ability to think strategically, work creatively, effectively and in an innovative manner
- Good personal communication skills, in written and verbal English and Swahili, with high impact influencing and persuasive skills an able to represent Oxfam to different stakeholders in the programme area.
- Ensures that gender and women's rights are protected and promoted in all of Oxfam's work in Tanzania

#### **4.4 Desirable**

- Experience of managing partners and contracts with confidence
- Influencing experience and ability to develop organisational networks and associations
- Knowledge of, and experience in developing advocacy and campaign strategies and plans in the programme areas as a starting point of influencing.
- Some experience in working with media, including use of new media.
- Excellent communication skills including excellent written and verbal skills in English and Kiswahili is mandatory.
- Experience of working in dynamic environments with the ability to adjust to changing situations while maintaining focus on delivery and follow-through

#### **4.5 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.

### **5 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.

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

Competencies	Description
<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 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.